

OFFICE	Backup of Computer Files
Responsibility of	Office Manager
Objectives	To ensure that the Board's digital files are backed up on a daily basis to HDD.
Procedures	<ol style="list-style-type: none"> 1. Each day the Office Manager will replace the removable Back Up Drive in the server with a replacement Backup HDD. The Board owns 5 removable HDD that hold backups of data. 2. The removable HDD are labelled as working days (Mon-Fri) and are used on a rotational basis. 3. Each month the Board Office Manager will upon completions of the financial reconciliation for the month backup the MYOB financial files of the Board onto a USB drive at the server. 4. There are 12 USB's and these are labelled monthly. 5. All hardware used by the Board is generic and the information contained on the removable HDD in the event of a problem with the server be restored by the Board's external IT support agency. 6. Each backup, daily or monthly will be taken off site at the end of each day and stored in the hard plastic container by a member of staff in a static free environment. 7. Each month the removable HDD will be tested by undertaking a restoration of a file to ensure that these drives are operational and maintained in accordance with original specifications. 8. In the absence of the Office Manager the backup disks will be maintained by either the EO or CEO.
Board Expectations	<ul style="list-style-type: none"> • That the digital files held by the Board are safe in the event of a server breakdown or a disaster to the Board's facilities. • That files that are inadvertently deleted or corrupted on the server can be restored from a backup copy.
Document Control	<ul style="list-style-type: none"> • Document Approved Nov 2016 • Approved Dec 2019, Nov 2020, Oct 2021 • Approved March 2023