

DRAFT

124-x-x DISASTER RECOVERY BACK-UPS FOR THE ENTERPRISE EMAIL SYSTEM

Data (records) from the enterprise email system is copied to back-up tapes or other storage media by the Office of the Chief Information Officer (“OCIO”) for the purpose of disaster recovery preparations. The data is only to be used for system restoration in the event of a disaster or system failure. Disaster recovery back-ups are never to be used or considered for records access or management purposes. “Enterprise Email System” means the email system maintained by the OCIO utilizing Microsoft Exchange and related products.

End-of-Week Back-ups:	Erase on the first business day after a 14 day retention period
Incremental Daily Back-ups:	Erase contemporaneously with the related End-of-Week Back-up
Off-Site End-of-Week Back-ups:	Erase on the first business day after a 14 day retention period