



Information Technology Data Back-Up and Retention

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I. Purpose

To document the back-up and retention policy of UCP of Maine electronically stored information.


II. Policy

UCP backs up all servers both locally and off site daily. Information stored internally is backed up a minimum of three times a day to a local backup server and also backed up nightly to an offsite server located at S.J. Rollins Technologies located in Brewer, Maine.

Virtual Machines are backed up daily using the Microsoft DPM Server, both on-site and off-site at SJ Rollins' two data centers. These backups are retained for thirty (30) days.

III. Procedure

On-site backups occur each night and encapsulate all servers and data through Windows Server Backup to an external hard drive which retains approximately 60 copies of the servers. UCP's data is also live replicated with S.J. Rollins Technologies servers to a hosted server. This hosted server is replicated every fifteen (15) minutes.



Scott Tash, CEO



Date