

DRAFT

UNIX ADMIN DEPARTMENT

OPERATING SYSTEM BACKUP AND RESTORE POLICY

POL0581-001

[document date]



APPROVAL

Name	Signature	Title	Date
Manager			

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1. INFORMATION

This document describes when and how Operating System backups and restorations will be completed.

2. REQUIREMENT

2.1 Backups

Unix Operating System backups will be made:

- a. before
 1. a significant Operating System change (e.g, upgrade) will take place
 2. and/or a significant exposure to risk (e.g. physical move)
- b. after a significant Operating System change
- c. a minimum of every 6 months since the last backup

2.2 Restores

OS restores must be done to validate and update procedures and documentation.

2.2.1 *New Versions*

- a. whenever a new OS version is placed in general use, a test must be made
- b. whenever a new version of the tool (eg) **sysback** is put in place
- c. must be practiced at least once by each unix administrator

2.2.2 *Tests*

- a. test case for a restore from tape for Solaris
- b. an accessible repository for anyone in the unix team of Solaris media for all versions in use (needed to restore)
- c. test case for a restore from tape for AIX
- d. test case for a restore across the network for AIX
- e. test when new media is placed in service
- f. test when changes are made to backup procedures

3. RELATED DOCUMENTATION:

Document #	Document Title
PRO0581.1	AIX Backup Procedure
PRO0581.2	Solaris Backup Procedure
PRO0581.3	AIX Restore Procedure
PRO0581.4	Solaris Restore Procedure
PRO0581.5	Build AIX Server Procedure
PRO0581.6	Build Solaris Server Procedure