

Enterprise Backup Service Policy Version 0.2

1.0 Purpose (Reason for policy)

1.1 To establish policies surrounding enterprise data backup service provisioned by AIS.

2.0 Scope (Who is affected by this decision.)

2.1 All Penn State academic and administrative units.

3.0 Policy (Clearly stated decision.)

- 3.1 AIS provisions enterprise scale data backup to the University.
- 3.2 Units using the service determine/define what data they will back up. Units will also define specific attributes associated with their backups (for example, number of copies kept).
- 3.3 Units may be charged a fee for the use of the backup service. Fees are published on the AIS website.
- 3.4 The enterprise backup service creates two copies of data; one in each of two physically separated storage systems.
- 3.5 Procedures will be defined on the AIS website.

Required Action (Necessary steps to meet policy.)

Units outside of AIS using the enterprise backup service must submit the appropriate application.
AIS will publish and regularly update a list of AIS hosted enterprise services/data sets that use the enterprise backup service.

4.0 Enforcement (Actions taken by the owner when policy is disregarded.)

- 4.1 Units outside of AIS must submit the service application for the service to be provided.
- 4.2 If units outside of AIS do not pay the services provided (approved, published rates) the service may be discontinued at the discretion of the AIS Senior Director.

5.0 Definitions (Terms used to define policy.)

Term	Definition

6.0 Revision History

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7.0 References to other related policy within AIS, ITS or PSU.

[AD20 COMPUTER AND NETWORK SECURITY](#)

[AD35 UNIVERSITY ARCHIVES AND RECORDS MANAGEMENT](#)

[AIS Backup parameters by service](#)