Grant County Fire Protection District 3

POLICY AND PROCEDURE

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1. NUMBER: 3.2.01

2. SUBJECT: ***Data Disaster Recovery***

3. POLICY: This District maintains data on computer systems in order to further its purpose. This data is important to the operation of the District and the following guidelines will be used to assure that essential data is not lost should a computer malfunction occur.

4. SCOPE: This Policy and Procedure is applicable to all personnel of Grant County Fire District 3.

5. RESPONSIBILITIES:

   A. The District Fire Chief is responsible for ensuring that this Policy and Procedure is followed.

   B. All personnel are responsible for adhering to this Policy and Procedure.

6. PROCEDURE:

   A. Only persons authorized by the District Fire Chief shall have access to and use District computers.

   B. Computers shall be backed up as follows:
      1. Once a month (on the last Friday of the month), a complete back-up of all computer systems shall be performed. This back-up will be stored in a safe place such as a fireproof safe or another location.
      2. Back-ups shall be retained for a minimum of two months (monthly backups). After this period, the back-up may be erased and re-used.

   C. The equipment that the District uses for back-up shall be common to the industry, thus allowing easy replacement should hardware fail and be unusable.

   D. The District will utilize cloud-based backup when applicable.

   E. A file shall be maintained for each computer. This file shall contain the following information:

      1. Computer identifier and location
      2. Computer type
      3. Serial numbers of the computer and all components
      4. All passwords

F. A regular (monthly) preventative check shall be done on all computers. This maintenance check should consist of cleaning of the monitor, keyboard and system unit, hard disk defragmentation and optimization, and a virus checkup. Temporary files and back-up files should be removed from the computer.

G. Annually, all unnecessary files shall be backed up and removed from the computer.