

SUBJECT: AIT Tape Backups for the Admin System

DATE: July 1, 2006

STANDARD: Provide comprehensive tape backups for the Administrative Production System (SIS, HRS, FRS, and ZSS).

PROCEDURES:

1. AIT Backups are performed daily on all disk drives attached to the legacy Admin system.
2. Full AIT Backups are performed at the end of every work week, and incremental AIT Backups are performed Monday – Thursday (except Holidays) of all disk drives on the Admin system. Fresh scratch tapes should be mounted in the tape drives the last work day of each week (8 tapes in MKC100, and 4 tapes in MKC200).
3. The following disk drives are included in every backup: DRA0, DRA1, DRA2, DRA3, DRA4, DKB200, DKB400, DSA0 are all done on tape drive MKC100: On tape drive MKC200: ZSSOFFLINE, HRSOFFLINE, FRSSOFFLINE, SISOFFLINE.
4. AIT Backup tapes from the three (3) previous weeks are located in offsite location in the K-Bldg, Room 250.