



Central IT

Standard Backup Schedule

Central IT recommends a 3-stage backup process, on a minimum 2-year rotating cycle:

- Level 2 – Nightly incremental backups (backs up only that data which is different from the previous night). Three month's worth of tapes are retained.
- Level 1 – Weekly incremental backups (backs up only that data which is different from the previous week). Tapes are retained for 3 months.
- Level 0 – Monthly full backups. Tapes are retained for 2 years.

For capacity planning, the above schedule requires 36GB of tape capacity for every 1GB of data over a 2-year period.

Note: In some cases statutory requirements for storage of data requires records be kept for longer periods, eg 7 years. If this is required, Monthly tapes would need to be retained to cover the longer cycle.

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