



Server Backup Standard

Introduction

All OMES servers perform nightly backups. Once the backup completes that data is then replicated to an offsite location for a second copy of the data. The second copy of data will be used in case of corruption of data in the initial backup of data and for disaster recovery purposes.

Purpose

This document establishes the OMES standard of performing server backups.

Definitions

Backup – to make a copy of a file.

Standard

The OMES Data Recovery Team will determine the best way to back up the server then configure the server to perform scheduled nightly backups. The OMES Data Recovery Team will verify the backups complete daily. In the event a backup is missed or fails, the OMES Data Recovery Team will troubleshoot the event and correct any problems. After nightly backups complete, processes are then running that will replicate the data to an offsite location. The second copy of the data is stored not only for a backup copy but will also be used in case a disaster recovery event should occur. Once the server is scheduled for decommission, the OMES Data Recovery Team will remove the server from its associated backup schedule and schedule the full deletion of data and server definitions that have been created on the backup server. Decommissioned server data will be retained based on requirements of the agency's data retention schedule.

Compliance

This standard shall take effect upon publication and is made pursuant to Title 62 O.S. §§ 34.11.1 and 34.12 and Title 62 O.S. § 35.8. OMES IS may amend and publish the amended standards policies and standards at any time. Compliance is expected with all published policies and standards, and any published amendments thereof. Employees found in violation of this standard may be subject to disciplinary action, up to and including termination.

Rationale

To coordinate and require central approval of state agency information technology purchases and projects to enable the chief information officer to assess the needs and capabilities of state agencies as well as streamline and consolidate systems to ensure that the state delivers essential public services to its citizens in the most efficient manner at the lowest possible cost to taxpayers.

Revision history

This standard is subject to periodic review to ensure relevancy.

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Approved by: Dan Cronin, Chief Information Officer	