

<p style="text-align: center;"><b>Nutrition Services</b> <b>Department of State Health Services</b></p>
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Effective June 1, 2002

Policy No. AUT:03.0

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## **Backups**

### **Purpose**

To ensure proper system maintenance and recovery in case of file problems.  
To prevent possible loss of valuable data in case of file or system failure.

### **Authority**

State Policy

### **Policy**

Local agencies (LAs) and clinics shall assign one staff person and one backup staff person at each location to be responsible for system backups. Backup (savefile/copyfile) is the copying of data to disk or tape. It is a required daily function.

### **Procedures**

- I. If the automatic tape backup fails, LA or clinic staff shall complete a manual backup before processing clients.
- II. All systems without a tape backup unit shall complete a manual backup daily.
- III. All tape backup units shall be cleaned monthly using a head cleaner.
- IV. All tapes/diskettes shall be labeled with the day of the week (Monday, Tuesday, Wednesday, etc.) and the appropriate tape used on that day of the week.
- V. Each agency and/or clinic shall have one tape or one box of diskettes for each day of the week that they are open. In addition, each LA and/or clinic shall have, at a minimum, two extra boxes of diskettes or tapes.

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- VI. Tapes and diskettes shall be replaced with new tapes at least every 4–6 months or sooner if indicated by backup error messages.