

Data Backup

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- 1) If your program is running AIRS on the agency's network, inquire from the Network Administrator how often tape backups are made, how frequently and under what circumstances tapes are rotated and/or stored off-site and whether the tapes are tested periodically for readability.
- 2) If there are network backups, verify from your Network Administrator that the backup includes the AIRS folders.
- 3) We strongly suggest another level of backup beyond the network backup. This added level is furnished by the AIRS backup utility. The AIRS backup utility will backup files to a backup folder that is a subdirectory under AIRS that was created during the AIRS installation. Although it is possible to change the location for the backup utility, **we advise not doing so**. To fully gain the benefit of this second level of protection, we recommend you periodically copy the backup folder to your computer's local hard drive, removable media or both. **If you copy the backup directory to removable media, then please store the media securely in a locked cabinet or other secure means of data storage.**
- 4) It is also advantageous to make an additional end of the month backup. This will enable you to maintain an historical snapshot in the event more recent backups have corrupt data due to viruses.
- 5) View the additional level of protection offered by local backup and the AIRS backup utility as working in tandem with your agency's network backup as long as the network backup includes AIRS files. In other words, in the event the network backup cannot be used reliably to restore data, you will have an additional layer of backup protection to fall back on.
- 6) For those small number of providers who are running AIRS on a "standalone" computer, local backup via the AIRS backup utility is the only option. One should copy the backup folder to removable media and **store the media securely in a locked cabinet or other secure means of data storage.**