



Westchester County Information Technology Policy	No: IT-P24-001
IT Policy: Department and Application Server General Backup Policy	Updated: 01/18/2024
	Issued By: Westchester County Department of Information Technology (DoIT)
	Owner: Marguerite Beirne Chief Information Officer mcb1@westchestercountyny.gov

1. Purpose

The Westchester County Department of Information Technology (DoIT) recognizes the importance of maintaining a robust and secure infrastructure. The purpose of this policy is to document the County's policy for server backups across the enterprise.

2. Authority

Section 163 of the Charter and Administrative Code of Westchester County grants the County's Department of Information Technology (DoIT) authority to establish countywide information and communication technology policies and standards. The County's Chief Information Officer has the authority to oversee, direct and coordinate the establishment of ICT policies, protocols and standards for the County's government, including hardware, software, security and business re-engineering processes.

The Chief Information Officer reserves the right to modify, revise, supplement, rescind or archive this Policy.

3. Policy

Westchester County currently has approximately 675 servers. The Department of Information Technology uses a combination of EMC products: Networker and Avamar, to backup all server data to disk.

As a general rule, a full backup of each server is created every other weekend, some are done more often. This includes all files residing on all disk drives. In addition, an incremental backup is run late each night – Monday through Friday – intended to save any new files or changed files, since the last full backup. Avamar backups are always full backups. This method of data protection makes it possible to restore the data from a server as of the last backup in the event of any failure on that server. In addition, the County maintains an offline air-gap copy of the backups. This is a general rule that may be modified based on the requirements and usage of any specific server.

All backups are created with a specific retention period and are overwritten when they expire. The retention policy differs based upon the use of the server. For servers running major programs, full and incremental backups are kept for 30 calendar days unless special accommodations have been made.

For departmental servers used for email (Exchange) and shared files, both full and incremental backups are also kept for 30 calendar days. Any file that is kept on the server will be backed up no matter how old it is. This is important especially for those electronic files which need to be kept for long periods of time and are stored in the “Official Docs” folder on a departmental server.

4. Monitoring & Compliance

DoIT shall monitor compliance with this policy and conduct periodic audits to ensure adherence.

5. Review and Updates

This policy shall be reviewed annually or as required to ensure its effectiveness and alignment with evolving industry standards and regulations. Any updates or amendments to this policy shall be communicated to all relevant personnel in a timely manner.

6. Contact Information

Submit all inquiries and requests for future enhancements to the owner of this Policy:

Marguerite Beirne, CIO
Reference: IT-P24-001
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