Lebanese American University
Information Security Regulations

Backup and Recovery Regulations

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Version 1.3

Overview
All university information that resides on LAU's servers, computers and communication systems is critical and needs to be available all the time. Thus, it should be backed up and restored in case of any disaster or any incident that may lead to any loss.

Purpose
The backup and recovery regulations define the requirements for maintaining and recovering backup copies of LAU's information created, processed, or stored on LAU's servers, computers and communication systems.

Scope
The backup and recovery regulations apply to all LAU's servers, computers and communication systems.

Regulations

Electronic Mail Message Backup
Electronic mail messages which reside on the server will be backed-up daily and kept for a period of 14 days.

Data Backups
Databases and applications resident on LAU systems must be backed-up as follows:
databases: daily full backups, retention period of 21 days (SQL & MySql 1 month, sharepoint 2 weeks)

applications: daily incremental, weekly full backups, retention period of 30 days
Active Directory, DFS: daily full, retention period of 30 days
VM daily full backup, retention period of 21 days
email: daily full backups, retention period of 14 days
Network, telecom and multimedia devices: daily full backup where applicable, retention period 5 days.
Cell phones and PDAs are not backed up.

Multiple Backup Copies
At least one recent and complete backup containing LAU records must always be stored off-site.

Backup Storage
Critical business information and software backups must be stored in an environmentally protected and access-controlled site that is not less than 1 Km away from the originating facility.

Information Preservation after Application Decommission

Before any LAU application is taken out of production, a final backup of the application and its data must be made and preserved.

Backup and Restore Process

Backup is mandatory for all PCs or Notebooks owned by LAU and used by LAU's end-users. Only selected directories and file types requested in the Individual Backup Authorization form (https://webapps.lau.edu.lb/backupform/backupform.php), residing on PCs connected to LAU networks will be backed-up incrementally on a daily basis and the last two versions are kept. Restore is initiated by official request from the end user to IT Helpdesk with the approval of the Dean/VP concerned.