



BELA-BELA LOCAL MUNICIPALITY

Chris Hani Drive, Bela- Bela, Limpopo. Private Bag x 1609

BELA-BELA 0480

Tel: 014 736 8000 Fax: 014 736 3288

Website: [www .belabela.gov.za](http://www.belabela.gov.za)

OFFICE OF THE MUNICIPAL MANAGER

Information and Communication Technology

Backup Policy

TABLE OF CONTENTS

1. MANDATE OF THE ICT DIVISION
2. OBJECTIVE OF THE DOCUMENT
3. APPLICABILITY OF THE DOCUMENT
4. TERMS AND DEFINITIONS
5. REFERENCES
6. RESPONSIBILITIES
7. MAIN BACKUP SCHEDULES
8. STORAGE OF BACKUP TAPES
9. OFF-SITE STORAGE RETRIEVAL
10. REQUIREMENTS
11. BACKUP TAPE ROTATION
12. BACKUP SPECIFICATIONS
13. EXCLUSIONS ON BACKUP
13. BACKUP RESTORE PROCESS
14. ROLES AND RESPONSIBILITIES
15. POLICY REVIEW

DOCUMENT AUTHORITIES

Compiled by	
Designation	
Signature	
Date	
Approved by	
Supported by	
Designation	
Signature	
Date	
Approved by	
Designation	
Signature	
Date	
Effective date	From date of approval

1. MANDATE OF THE ICT DIVISION

- 1.1 The Information and Communications Technology (ICT) DiVISION has the mandate to deliver services, support and maintain ICT infrastructure, for the Municipality to realise its mandate.

2. OBJECTIVE OF THE POLICY

- 2.1 The purpose of the policy is to provide continuity, restoration and recovery of critical data and systems. The IT Division needs to ensure that critical data is backed up periodically and copies are maintained at an off-site storage location

3. APPLICABILITY OF THE DOCUMENT

- 3.1 This document applies to the Information and Communication Technology Division

4. TERMS AND DEFINITIONS

Term	Definition
Information systems	Information systems means an interconnected set of information resources under the same management control that shares common functionality. A system normally includes hardware, software, information, data, applications, communications and people.

Electronic media	Electronic media means electronic storage media including memory devices in computers (hard drives) and any removable/transportable digital memory medium, such as magnetic tape or disk, optical disk or digital memory card; or transmission media internet, extranet (includes using internet technology to link a business with information accessible only to collaborating parties), private networks, etc.
Backup	Backup means creating a retrievable, exact copy of data.
Restoration	Restoration means the retrieval of files previously backed up and returning them to the condition they were at the time of backup.

5. REFERENCES

5.1 International Guidelines

- a. Control Objectives for Information Technology (COBIT)

5.2 International Standards

- b. Information Technology Infrastructure Library (ITIL)
- c. ISO/IEC 17799: Edition 1, 2000 – Information Technology – Code of practice for Information Security Management

5.3 National Policy

- d. Constitution of the Republic of South Africa, Act 108 of 1996
- f. The Electronic Communications and Transactions (ECT) Act 25 of 2002
- g. National Strategic Intelligence Act 2 of 2000 applicable for South Africa
- h. Regulation of Interception of Communications Act 70 of 2002
- i. State Information Technology Act 88 of 1998

6. RESPONSIBILITIES

- 6.1 IT Administrators shall ensure essential business information is backed up at appropriate time intervals.

- 6.2 IT Manager shall ensure information is backed-up regularly as agreed upon with the IT Administrator.
- 6.3 ICT should ensure that the necessary controls are in place to implement this procedure.

7. MAIN BACKUP SCHEDULES

- 7.1 The main procedure schedules to be used are Daily Backup – Weekly Backup– Monthly Backup.
- 7.2 Incremental backups are run daily from Monday to Friday. Full backups are run weekly.
- 7.3 Monthly full backups are run on the last Friday of each month. This backup is the last backup set of the weekly backups for the month.

8. STORAGE OF BACKUP TAPES

- 8.1 Daily backups must be stored in a safe in the ICT Division.
- 8.2 Weekly backups must be taken to offsite storage every Monday of the following week.
- 8.3 Monthly backups must be taken to offsite storage on the first or second day of the following month.

9. OFF-SITE STORAGE RETRIEVAL

- 9.1 The backups will only be retrieved if there is critical information to be restored
- 9.2 Backup register should be checked to identify the backup tape required to retrieve information required

10. BACKUP REQUIREMENTS

- 10.1 The following resources are required to implement a backup process:
 - a. Backup Software
 - b. Backup device(Backup Tape)
 - c. Backup Server
 - d. Backup Administrators
 - e. Backup tape library
- 10.2 Tapes to be labelled accordingly – for backups to be placed at the safe or offsite:
 - a. Daily Backups – Incremental

- i. 8 tapes to be rotated for Monday, Tuesday, Wednesday and Thursday.
- ii. That is, there will be Monday 2, Tuesday 2, Wednesday 2 and Thursday 2.

b. Weekly Backups – Full backup

- i. 8 tapes to be rotated for Week 1, Week 2 and Week 3 in cases where a month has four Fridays.
- ii. In cases where a month has five Fridays, thus an additional tape for Week 4.

c. Monthly Backups .

- i. 12 tapes to be used once and stored, not rotated, for January, February, and March, April, May, June, July, August, September, October, November, December.

10.3 Backup restores need to be tested quarterly on monthly backups from the tape of the preceding month to ensure information would be retrieved in case of disaster

11. BACKUP TAPE ROTATION

11.1 The following steps show how to perform rotation method:

- a. Obtain tapes and label them as follows on the system:
 - i. Daily tapes (sons) labeled “MON” through “THURS”, weekly tapes (fathers) labeled “WEEK1” through “WEEK4” ,monthly tapes (grandfathers) labeled with the month and year.

12. Exclusions on backup

The below extension will be excluded from backup on the file server unless the request has been made on official related files.

- ✓ Mpeg
- ✓ Mpa
- ✓ Mp2
- ✓ Mp3
- ✓ Mp4
- ✓ Exe
- ✓ Vob
- ✓ Wsf
- ✓ Wma
- ✓ Wav

13. BACKUP RESTORE PROCESS

- 13.1 The following steps specify the backup restore process:
- a. The backup restore will only be performed in case of disaster
 - b. The backup restore will be performed on official request to ICT
 - c. Information regarding the request for restore should include file name, file creation date, the last time it was changed and the date\time it was deleted.

14. ROLES AND RESPONSIBILITIES

- 14.1 Systems Administrators must ensure system (and data) is backed-up according to the correct schedule, and the information can be restored.
- 14.2 The system Administrator should perform backup according to schedule

15. POLICY REVIEW

This document must be reviewed annually to determine if it complies with the current security regulations. In the event that significant related regulatory changes occur, the procedures will be reviewed and updated as needed.