Policy Code: GA - 005

Computer Backup Policy

CONTENTS

REVISION RECORD

Date	Version	Revision description
September,27 2011	1	Original and Current Computer Back-Up Policy
August 8, 2016	2	Reviewed and Revised Computer Backup Policy
January 21, 2021	3	Policy GA – 005 replaces Policy No. 1213

1. TITLE:

    1.1   Computer Backup Policy.

2. POLICY STATEMENT:

    2.1   The Heisler Village Council recognizes the importance of ensuring the completion of computer backups for all of the important documents required for operating a municipality. The backups are completed regularly to protect pertinent information from any events in which the municipality could lose all of the information stored on the central municipal computer.

3. PURPOSE:

    3.1   In order to ensure that there is a current, safe and secure copy of all important documents, the Administration Department must complete a backup of certain files on the central municipal computer.

4. SCOPE:

    4.1   The scope of this policy includes but is not limited to the Administration Department of the Village of Heisler.

5. OBJECTIVES:

    5.1   The Objective of this policy is to ensure that the ideas presented in the Purpose of this Policy will be upheld.

6. POLICY DETAILS:

    6.1.1 At the end of every business day, or any day in which the municipal software *MuniWare* is used, a backup of the program must be completed.

    6.1.2 To complete a <u>daily internal</u> backup of *MuniWare:*

- **Click on the icon titled *MuniWareDBBackupRestore.exe-shortcut* on the Desktop; the Database Utilities screen will appear, then**

- **Under Backup Information, ensure the File Name is set to**

the current date. The Directory Path should be set to save daily backups to:
C:\MUNIWARE DATA\SQL\MUNIWARE_DATA\Back Up

- If the correct date and path is displayed, click *Backup Database.* The system will backup; then it will display; *Completed "HEISLER has been successfully backup",* click OK, and the *MuniWare* backup will be complete.

    6.1.3 To complete a <u>weekly external</u> backup of *MuniWare:*

- ensure the portable hard drive (My Passport) has been inserted into the computer tower, then

- click on the icon titled *MuniWareDBBackupRestore.exe-shortcut* on the Desktop; the Database Utilities screen will appear, then

- under Backup Information, change the File Name to the current date; and click on the … button to change the Directory Path, then *Browse for Folder* will display. Click *Computer,* then *My Passport (E:).* Click *MuniWare Backup* as the Directory Path, and then click OK, then

- Once back on the Database Utilities screen, if the correct date and path is displayed, click *Backup Database.* The system will backup; then it will display *Completed "HEISLER has been successfully backup",* click OK, then the *MuniWare* backup will be complete.

6.2   **At the end of every week, a backup of the following additional files must be done.**

    6.2.1 All new non-program files on the computer desktop and;

    6.2.2 The folder known as *HEISLER OFFICE*. When backing up *HEISLER OFFICE*, if prompted, click YES TO ALL to copy all of the files into the folder.

    6.2.3 Ensure that backup files are not dragged into other folders.

6.3   **To complete the weekly backup for the above folders:**

- Insert the portable hard drive (My Passport) into the tower, the *Autoplay* prompt will then appear on the screen. Click *Open Folder to View Files,* then

- located in the *BACKUPS* folder that corresponds with the current year, Drag the file known as *HEISLER OFFICE* into the <u>Heisler Office</u> Backup folder, then

- Drag any other new files from the Computer's Desktop into the <u>Desktop Documents</u> Backup Folder. The weekly back up is now complete.

6.4 The portable hard drive must be kept in a safe and secure place at the end of each business day; it should be placed on shelf in the safe at the village office.

6.5 As recommended by the financial auditor of the Village of Heisler, the Administration Department must complete secondary backups of the *MuniWare* program and *HEISLER OFFICE* folder on a flash drive (Lexar 64G) and store it off-site. The backups will be completed at regular intervals, and the same process as the backups to the My Passport drive will be applied.

7. ROLES AND RESPONSIBILITIES:

7.1 It is the role of the Administration Department of the Village of Heisler to follow and uphold this policy.

7.2 It is the responsibility of the Administration Department to place the portable hard drive and the flash drive in a safe and secure place.

8. MONITORING, EVALUATION AND REVIEW:

8.1 The monitoring, evaluation and review of this policy is the responsibility of the Administration Department of the Village of Heisler.

9. DEFINITIONS AND ABBREVIATIONS:

9.1 All Definitions and Abbreviations are subject to those found within the Municipal Government Act Revised Statutes of Alberta 2000 Chapter M-26.

Council Approved: January 21, 2020   **Motion # _____**

Responsibility: <u>**Administration**</u>

Next Review Date: <u>**January, 2024**</u>