



**SWEETWATER COUNTY  
SCHOOL DISTRICT #1**

## Agenda Item 10-g

Recommendation for the approval of the Data Backup and Storage Policy.

# Data Backup and Storage Policy

**Policy #:**

**Version #:** 1.0

**Approved By:**

**Effective Date:**

**Purpose:**

The purpose is to create a retrievable, exact copy of sensitive information, when needed, before the movement of equipment.

**Scope:**

This policy applies to Sweetwater County School District #1 in its entirety, including all workforce members. Further, the policy applies to all systems, network, and applications, as well as all facilities, which process, store or transmit sensitive information.

**Policy:**

Sweetwater County School District #1 will:

- Determine when backups are needed and this will be done prior to the movement of any required systems.
- Make an exact, retrievable copy of the data.
- Test the copy of the data to ensure it is exact and retrievable.
- Store the backed-up data in a secure location and ensure that the appropriate access controls are implemented to only allow authorized access to all such data.

**Responsibilities:**

The Security Officer will be responsible for ensuring the implementation of the Data Backup and Storage Policy.

**Compliance:**

District and/or legal actions also may be taken for violations of applicable regulations and standards such as state and federal rules to include the Family Educational Rights and Privacy Act (FERPA).

**Procedure(s):** None

**Form(s):** None

**References:**

- The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99)
- International Standards Organization (ISO 27002).