

**BUREAU OF INFORMATION &
TELECOMMUNICATIONS**



**BACKUP AND RECOVERY
PLAN
MS SQL SERVER**

The State of South Dakota

I. Introduction

This document details the processes whereby the South Dakota Bureau of Information & Telecommunication insures the protection of its client's data assets from loss due to hardware and software failures or human error.

Backup and Recovery (B&R) is the combination of manual and machine procedures that can restore lost data in the event of hardware or software failure. Routine backup of databases and logs of computer activity are part of a backup & recovery program.

Backup destinations (Madison and Pierre) are offsite to complement Business Continuity or Disaster Recovery Planning (DRP). Although DRP does incorporate data backup, it also includes alternate hardware, facilities, and telecommunications. Conventional B&R, on the other hand, uses the original hardware, facilities, and telecommunications. Under Data Center policy BIT will be responsible for all storage and maintenance of the data. Off-site storage of Campus backup data

II. Backup

- Backups are performed for all user databases on each of the Microsoft SQL Server servers which are maintained by the Database Administration Group.
- Full hot backup written to disk Monday through Sunday taken between 6:00 PM and 12:00 AM. Full backups are retained for 60 days. The first of each month backup is retained for 13 months.
- Transaction Logs are backed up hourly seven days a week. The transaction log backups are retained for 60 days. Transaction log backups are not taken for development, test, and selected production databases.

III. Restore

- Using the active transaction log – databases can be restored for a database up to the current point in time
- Using the full backup – databases can be restored to the time the full backup was taken.
- Using historical transaction – databases can be restored to any point in time in the last 60 days.