

XVI. Records and Recovery Plan and Procedures

- A. For the protection and recovery of electronic files the Department will conduct the following procedures: 1) weekly full backups, daily incremental backups, and continuous cloud backups. 2) Copies of backups are created and stored both onsite and offsite including the cloud. 3) Full backups are kept for a minimum of 2 weeks. 4) Backup and recovery operations are managed by the Town of Hartford IT Staff. To manage electronic documents the Parks and Recreation Department will utilize the Town of Hartford's Microsoft Windows file server and Laserfiche Document Management System. Document access and security is controlled by Windows Active Directory User Accounts and Security Groups. In order to minimize any potential loss or corruption of this data, the town employs a combination of Symantec Backup Exec and cloud based backup software to allow data to be readily recovered as necessary. The off-site computer terminal located at the arena is connected to an external drive for back-up. The external drive is periodically down loaded to the main computer for back-up. When necessary the appropriate off-site documents will be filed through the Laserfiche Document Management System.