

## Back Up Tape Rotation Schedule -

The purpose of this guideline is to ensure that data from routine daily processing is protected against catastrophe, that data from significant operational procedures is preserved, and that a complete system archive is maintained for historical research.

We will rely on these backup tapes as we try to resolve the issues that are causing the O/R and Bulk to get out of balance.

### Daily Tape Rotation -

A minimum of 16 tapes should be rotated for the EOD backups done Monday to Thursday.

Week 1 Monday - tape 1 Tuesday - tape 2 Wednesday - tape 3 Thursday - tape 4	Week 2 Monday - tape 5 Tuesday - tape 6 Wednesday - tape 7 Thursday - tape 8
Week 3 Monday - tape 9 Tuesday - tape 10 Wednesday - tape 11 Thursday - tape 12	Week 4 Monday - tape 13 Tuesday - tape 14 Wednesday - tape 15 Thursday - tape 16

### Significant Weekly Operational Procedures -

DPS has identified the acceptance of the weekly invoice file, Code 179, as a significant operational procedure. Our understanding is that Code 179 is run each Friday to finalize the weekly invoice procedure.

A minimum of 8 tapes should be rotated to maintain 2 months of **EOD** backups done on Friday. This tape is actually made around 3:30 AM on Saturday morning with CRON.

Month 1 1st Friday - tape 1 2nd Friday - tape 2 3rd Friday - tape 3 4th Friday - tape 4	Month 2 1st Friday - tape 5 2nd Friday - tape 6 3rd Friday - tape 7 4th Friday - tape 8
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**Significant Monthly Operational Procedures -**

DPS has identified the month-end Reorg procedure (Code 805) as a highly significant operational procedure, and the ideal point at which to maintain an archive of data for historical research.

A backup tape of full data and program library will be performed before the Reorg process begins.

A minimum rotation of 24 tapes should be maintained to provide 2 years worth of historical data.

Year 1 -

Jan - Tape 1

Feb - Tape 2

Mar - Tape 3

April - Tape 4

May - Tape 5

June - Tape 6

July - Tape 7

August - Tape 8

September - Tape 9

October - Tape 10

November - Tape 11

December - Tape 12