

1 Johns Hopkins Bayview Medical Center

CLINICAL RESEARCH UNIT

Policy# 103

Back up of Local Area Network

Original Date: 10/97

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Revised Date: 11/08

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Purpose: Purpose: To outline the procedure and responsibilities for assuring the maintenance, protection, and integrity of clinical and administrative computerized information.

Procedure:

1. CRU Servers and other critical data (sleep workstations, core lab...) will be backed up daily across the Local Area Network (LAN). Backup media will include both tape drives and disk storage arrays (RAID storage drives)
2. Backups will be rotated daily using different backup catalogs, providing multiple backup versions across a given week.
3. Tape drive head cleaning will be performed, as required.
4. Backup is performed by the Informatics Manager or designee using the following steps.
 - a. Select the correct tape or target backup storage drive from the weekly rotation. For security purposes, backups are stored in a fire proof safe or a backup storage device in another building for data protection purposes.
 - b. Remove the tape from the prior day's backup procedure from the server and replace it with the tape for the current day.
 - c. The Informatics Manager programs the server to automatically start the backup procedure daily at a time of low utilization.
 - d. Backup logs are checked regularly to ensure that backups are running successfully.

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