

Backup Details Format

Name of application: _____

Department: _____

Backup Policy of any User Departments must include following information:

1. Scope and Purpose of backup for user applications & DB Data
2. Backup, Archiving and Restore Details
3. Backup Frequency & Schedule (Time)
4. Retention Period
5. Tapes (LTO4 with bar codes) and ageing details (re-use of tapes)
6. Any other relevant information department wishes to share

Backup related information may be submitted in the following format separately for DB Server and Application Server:

A. Details for Production DB Server Backup								
Database Name	Host Name	Server IP	OS Details	List of backup paths	Frequency of Backup (ex: daily, weekly, monthly, yearly)	Backup level (ex: Full, Incremental)	Time of Backup (24 hrs. format)	Backup retention
B. Details for Production Application Server Backup								
Application Name	Host Name	Server IP	OS Details	List of backup paths	Frequency of Backup (ex: daily, weekly, monthly, yearly)	Backup level (ex: Full, Incremental)	Time of Backup (24 hrs. format)	Backup retention

Also please note for Client addition in Networker backup server, one agent installation and one host entry addition need to be carried out at server end by concerned System Integrator.

Date :

Signature of Nodal Officer with seal