

Backup & Recovery Plan

BACKUP AND RECOVERY PLAN

1. Backup Strategy

- Daily full backup of the database using mysqldump.
- Weekly stored backup copy on external storage.

2. Backup Commands Example

```
mysqldump -u root -p "university library analytics" > backup.sql
```

3. Recovery Procedure

- Restore backup file into MySQL database:

```
mysql -u root -p "university library analytics" < backup.sql
```

4. Disaster Recovery

- Keep backup files in at least 2 locations (local + cloud/external drive).
- Maintain documentation of backup schedules.

5. Testing Backups

- Test restoration every month to confirm backups are valid.

6. Responsibility

- Admin is responsible for backup execution and validation.