Disaster Recovery Plan

***Mission Critical* data** should be backed up 3 times a day. One time Approximately one hour before office hours. One Time during our lunch breaks and another one hour after office hours and this will be on a schedule that will back up all Mission Critical files 7 days a Week.

***Non-Mission Critical Data*** will follow the same procedure being backed up three times a day except weekends.

***Backup Locations*** Shall include at least three on-site backup drives that can be accessed through Active Directory (AD) available 24/7. The drives will also be backed up to our Microsoft Azure Cloud Backup Server which can be accessed 24/7.