

## Functional Practice Statements - Backup & Recovery

### Level 1: Initial

1.1 Backup and recovery strategy includes document/records management systems

### Level 2: Managed

2.1 Vital records have been identified and plans for their protection and recovery are developed and maintained.

2.2 Storage management operations includes backup and recovery of data to protect against accidental loss or corruption, both physical loss where the media breaks or is destroyed, and logical loss where the data is intentionally or accidentally corrupted

### Level 3: Defined

3.1 A business continuity and disaster recovery strategy has been developed that includes document and records management solutions

1.2 The vital records program provides the organization with access to the records necessary to conduct its business during a disaster and to resume normal business afterward.

1.3 Backup and recovery requirements have been defined in accordance with a formal Service Level Agreement (SLA).

1.4 Recovery definitions define the requirements in terms of RTO and RPO, dictating the type of backup solution being utilized

### Level 4: Measured

4.1 Your organization has a retention and disposition policy that defines the timeframes during which documents for operational, legal, fiscal or historical value must be maintained.

1.2 The Business Continuity Plan (or Disaster Recovery Plan) contains written policies, procedures, and information designed to mitigate the impact of threats to an organization's data, including documents, and to recover them as quickly as possible, with minimum disruption, in the event of a disaster.

1.3 The IT infrastructure's ability to withstand major disruptions to the underlying systems (Disaster Tolerance) is being measured.

### Level 5: Optimized

5.1 Disaster tolerance has been built into the environment at various levels, e.g. hardware redundancy, high availability/clustering solutions, multiple data centers, eliminating single points of failure, and distance solutions.