



# State of New Mexico Statewide Architectural Configuration Requirements

**Title: Backups**

**S-STD010.001**

**Effective Date: May 26, 2005**

## **1. Authority**

The Department of Information Technology (DoIT) shall develop, implement and maintain a coordinated statewide plan for information technology (IT) including the adoption of statewide technical, coordination, and security standards per the Department of Information Technology Act, NMSA 9-27-1 (1978).

## **2. Purpose**

This standard defines agency responsibilities for backups of system and user software and information.

## **3. Scope**

This applies to all agencies. Agency is defined as a department, commission, board, institution or other agency of the state organization receiving, expending or disbursing state funds or incurring obligations of the state including the board of regents and the state board of directors for community colleges but excluding the universities under the jurisdiction of the board of regents and the community colleges under their respective jurisdictions and the legislative or judicial branches.

The Agency Chief Executive Officer (CEO), working in conjunction with the Agency Chief Information Officer (CIO), shall be responsible for ensuring the effective implementation of Statewide Information Technology Policies, Standards, and Procedures (PSPs) within each agency.

## **4. Standard**

Meeting the following requirements ensures that agencies will be able to recover from interruptions in service in a timely manner and to restore critical information and services.

- 4.1. **FREQUENCY**: Backups shall be taken periodically using a defined cycle, as determined by the agency, frequently enough to meet the time-criticality of agency business processes, business continuity plans (as defined in the Statewide, Business Continuity/Disaster Recovery Plan (BCDR), as well as legal, regulatory, and contractual obligations. The frequency and depth of backups shall be based on defined business requirements of the agency.

- 4.2. MEDIA: Backup media types (disks, RAID storage, optical archive, tape, etc.) shall be selected based on agency business requirements, including business continuity planning for critical services, and regulatory obligations relative to permanence of data/information.
- 4.3. METHOD: Agencies shall use automated back-up management software to perform the backups on designated systems.
- 4.4. STORAGE OF REMOVABLE MEDIA: Backups require the same controls as the original data being backed up.
- Backups of mission-critical data shall be stored in a secured, offsite location. See Statewide Business Continuity/Disaster Recovery Plan (BCDR), for additional requirements.
  - Access to backups of mission critical data shall be limited to agency personnel authorized to handle the most sensitive data being backed up.
  - Backups shall be clearly and consistently labeled to facilitate restoration and testing and to guard against mishandling, loss, or accidental overwriting.
  - Media shall be stored in compliance with manufacturer's storage requirements.
  - Backups shall be transported to designated storage locations by personnel authorized by the agency.
- 4.5. CONTENT OF BACKUPS: Backups shall include all operating system software, application software, related software, utilities, etc., necessary to configure and restore critical information and services.
- 4.6. PROCEDURES: Procedures shall be established and documented within the agency for performing backups, transporting media, and testing backup media. Procedures shall include event logs.
- 4.7. TESTING: Backups shall be tested on a regular basis, determined and documented by the agency, for restorability, recoverability, and to ensure that restored information has not been compromised.

## 5. Definitions

Refer to the N-DEF001.001 Glossary of Terms located on the DoIT website:  
<http://www.doit.state.nm.us/standards.html>

## 6. References

Media Disposal policy at State of New Mexico Records and Archives

## 7. Attachments

None

**8. Version Control**  
S-STD-010.001

**9. Revision History**  
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