

Planning for Disaster Recovery and Business Resumption

Purpose: To provide specific direction for carrying out the Planning for Disaster Recovery and Business Resumption policy.

Effective Date: October 1, 2011

See Also: [Appendix A: Requirements for Disaster Recovery Plans](#)

STANDARDS

1. **Each agency is responsible and accountable for its own disaster recovery/business resumption program. Agencies using external services will coordinate their disaster recovery/business resumption plans with service providers.**
2. **The disaster recovery/business resumption plan is primarily for agency use.**
 - 2.1. Agencies may adapt this standard to meet individual needs, but all applicable elements of the standard must be included in their plan (see Appendix A).
 - 2.2. A disaster recovery/business resumption plan must contain enough information to enable agency management to assure the agency's ability to resume mission-critical computing and telecommunications services and operations.
 - A disaster recovery/business resumption plan may contain references to another organization's disaster recovery/business resumption plan, or to an agency's internal policy, standards, or procedures manual.
3. **The State Auditor may audit agency disaster recovery/business resumption plans and test results for compliance with policy and standards.**
4. **Agencies will review, update, and test their disaster recovery/business resumption plans annually, or more frequently if appropriate.**
 - 4.1. Agencies must update their plans whenever agency computing or telecommunications environments undergo significant changes.
 - Such changes may include: physical facility, computer hardware/software, telecommunications hardware/software, telecommunications networks, application systems, organization, or budget.
5. **If an agency purchases IT services from another organization, the agency must make certain its disaster recovery/business resumption plan for those services fits with the service provider's plan.**
6. **If two or more agencies participate in operating an information service facility, they must develop a joint disaster recovery/business resumption plan that meets their mutual needs.**

DEFINITIONS

Disaster recovery/business resumption. Includes, but is not limited to, the documentation, plans, policies, and procedures that are required to restore normal operation to a state agency impacted by man-made or natural outages or disasters. The three principal goals of disaster recovery/business resumption planning are to:

- Save data.
- Save hardware, software, and facilities.
- Resume critical processes and restore data.

REVISION HISTORY

Date	Action taken
October 2011	Policy reformatted for migration to Office of Chief Information Officer.
April 2002	
July 1993	Policy adopted.

CONTACT INFORMATION

For questions about this policy, please contact your OCIO Information Technology Consultant.

APPROVING AUTHORITY

Chief Information Officer
Chair, Technology Services Board

Date