

# LSUHSC-NO

## Department of Information Technology

### Disaster Recovery Plan

### SQL Database Backup Procedures

### (DRP2110D)

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The procedures described below outline the backup activities for SQL databases on Windows servers located in the RCB machine room at LSUHSC-NO, and the DPS Facility in Baton Rouge. Not all SQL servers are being backed up via EMC Networker. Other departments have asked that the Enterprise group backup their departmental servers, and those servers follow the same set of procedures. Following these procedures is critical to the availability of resources needed to restore data on a Windows system after a disaster.

EMC Networker is the current software used for Windows, SQL, and Exchange backups. The software is covered by a maintenance contract, which ensures Technical Support, and regular product updates.

#### **SQL Database Backups**

For backup purposes, SQL Server backups are classified into 2 groups.

- (A) PeopleSoft Development servers
- (B) All other SQL servers

(A) PeopleSoft Development SQL servers  
These servers follow a Full, then differential backup schedule over a 1-week period. On Saturday nights, a FULL SQL backup is run. For the remaining 6 days (Sunday – Friday), a differential backup is run nightly.

(B) All other SQL servers  
These servers follow a daily FULL backup schedule. Every night, or day, the SQL server backup is run once a day, and a FULL backup is run.

#### **Exceptions**

During the 1<sup>st</sup> Friday of every month, FULL backups are run for filesystems, and due to hardware constraints, SQL and Exchange backups are not run. They are run as soon as possible, during FULL backup weekends.

#### **Monthly backups**

Monthly Full SQL backups are run once a month, with a 7-year retention. Although we state 7 years, LSUHSC does not intend to re-use those tapes currently.

### **SQL Archives**

Currently, we do not use EMC Networker Software for Archiving.

### **SQL Reports**

No written report is generated. An email is sent out daily, which contains the list of servers backed up, and the exception/errors from the previous night. Additionally, all backup jobs are tracked in 3 separate logs: SAVEGRP, MESSAGES, and DAEMON.LOG. Update for 7.5.2 – daemon.raw is now the logging file for EMC Networker backups.

### **Generations, Cycles, and Retention Periods for SQL Backups**

Backup generations:

- (1) For PeopleSoft Development servers, 13 cycles of Weekly backups are kept.
- (2) For all other SQL servers, 3 months of Daily FULL backups are kept.
- (3) Monthly SQL backups are kept for at least 7 years.

### **SQL Backup Job Schedules**

SQL backup jobs are run throughout the evening, and night depending on what is required of each server. The earliest job is scheduled for 5pm, and the latest job is scheduled for 3am.

### **Offsite Storage**

SQL tapes are taken offsite every Friday morning. For the RCB servers, the offsite facility is the MEB. For the DPS servers, the offsite facility is the RCB computer room. Tapes are brought back, once the following weeks tapes are brought offsite.