



Comsewogue Public Library Data Backup Policy

The purpose of this policy is to maintain data integrity and availability and to prevent loss of data and to facilitate the restoration of data. Backups are an essential part of disaster recovery and business continuity planning and in ensuring the availability of library information. The Library's Technical Support Department must conduct regular backups of all data stored on Library servers.

Backup of all user data files, created or modified by staff, will be completed daily. Completed backups will be stored locally, off site and in cloud storage.

Backup procedures will be annually reviewed by Technical Support Staff in conjunction with Administrative Staff.