

# HARVARD LAW SCHOOL

## INFORMATION TECHNOLOGY SERVICES

Home / About HLS / Administration / Information Technology Services & Media Services / ITS Policies

### Data Backup and Recovery Policy

- Web and mysql Databases
- Home and Shared Drives
- Network Space

#### Web and mysql Databases

Backed up data stored on ITS's Unix/Linux Network Storage includes but is not limited to: Web space (live, test and staging) and mysql databases.

All Unix/Linux Network Storage data is fully backed up weekly on Saturday morning.

All Unix/Linux Network Storage data is incrementally backed up Monday through Friday evenings. "Incrementally" means that any file that has been added or changed since the last full backup is backed up.

**Backup tapes are kept for six weeks.** A new set of backup tapes is loaded weekly. One set of tapes is stored off site for three weeks during its six-week cycle.

The oldest Unix environment backup data available for restoration is six weeks old.

Unix/Linux data is recovered upon request to ITS. **Normal turn around for a restore request is one business day.**

**ITS does not recover individual files from within Netlocker.** Files within Netlocker are part of a data base. It is difficult to recover only small portions of the database. The purpose of Netlocker backups is to give ITS the ability to recover the entire system in the event of catastrophic hardware or software failure.

ITS will work with users and departments on creating **data archive tapes on a case-by-case basis.** These tapes would be **separate from the normal tape rotation process and kept for 2 years.**

[Back to top](#)

#### Home and Shared Drives

Backed up data includes but is not necessarily limited to: user data in home and shared folders, clinical data, student information system, law review data, Resource 25, and the OCS Law Careers system.

All user data in the NT environment is fully backed up every weekend.

All user data in the NT environment is differentially backed up Monday through Friday nights. "Differentially" means that any file that has been added or changed since the last differential backup is backed up.

Backup tapes are kept for six weeks. A new set of backup tapes is loaded weekly. One set of tapes is stored off site for two weeks during its six-week cycle.

The oldest NT environment backup data available for restoration is six weeks old.

#### RELATED LINKS

[Media Services](#)

[ITS Policies](#)

[HLS Security Policy](#)

[ITS Online Forms](#)

[Exchange/OWA Login \(Faculty/Staff\)](#)

[MyMail \(Students\)](#)

[MyHLS](#)

[Netlocker](#)

[Software Library](#)

[Polling Tool](#)

[My Plan](#)

NT data is recovered upon request to ITS. Normal turn around for a restore request is one business day.

ITS will work with users and departments on creating data archive tapes on a case-by-case basis. These tapes would be separate from the normal tape rotation process and kept for 2 years.

[Back to top](#)

## Network Space

Please note that neither your personal home drive nor any shared drives should be used to store personal pictures (.jpeg, .png, bmp, tiff), audio (.avi), or music files. These personal files also greatly increase the costs of our backups and slow down the daily and weekend backup process. To preserve space on the network and to ensure the backup process continues to remain seamless, please delete any non-HLS specific files. We regularly scan our servers for audio, video, and music files. If you have personal files, you may be contacted and asked to remove them from the HLS network.

[Back to top](#)

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