



REGULATION TITLE:

Data Backup and Disaster Recovery

APPLIES TO:

Department of Information Technology (IT)

ADMINISTRATIVE AUTHORITY:

Chief Information Officer (CIO)

APPROVED BY:

Kentucky State University Board of Regents

EFFECTIVE DATE:

August 8, 2025

NEXT REVIEW DATE:

August 8, 2028

REGULATION STATEMENT:

This regulation implements the Data Security and Management Policy by defining KSU's standards and procedures for data backup and disaster recovery to minimize data loss and ensure the continuity of essential KSU operations.

DEFINITIONS:**Recovery Point Objective (RPO)**

The maximum targeted period in which data might be lost from an IT service due to a major incident.

Recovery Time Objective (RTO)

The targeted duration of time within which a business process must be restored after a disaster or disruption to avoid unacceptable consequences associated with a break in business continuity.

PROCESS:

Data Backup Schedule

The Department of Information Technology (IT) will perform backups according to the following schedule:

- **Daily:** Daily backups will be performed and backups will be stored in a secure onsite or offsite storage location.
- **Weekly:** A weekly archive of backups will be maintained in a secure onsite or offsite storage location.
- **Six-Month:** A six-month archive of data backups will be maintained in a secure onsite or offsite location.
- **Annual:** An annual archive of data backups will be maintained in a secure onsite or offsite location.

Disaster Recovery Objectives

In the event of a disaster, the IT department will adhere to the following objectives:

- **Recovery Point Objective (RPO):** The RPO will be within one (1) day.
- **Recovery Time Objective (RTO):** The RTO will be within two (2) weeks to rebuild infrastructure and restore essential systems.
- **Payroll Processing:** The IT department, in conjunction with the Payroll department, will maintain a process to transmit a payroll file within three (3) days.

REFERENCES AND RELATED MATERIALS:

- Data Security and Management Policy

CONTACTS:

Subject	Office	Telephone	E-mail
General Questions	Office of the CIO	(502) 597-7000	Wendy.Dixie@kysu.edu

HISTORY:

Revision Type	Date of Issuance/Revision	Drafter(s)/Editor(s)
Issued (New Regulation)	June 2025	Zach Atwell
