

ERA Business Process Name:

Manual Backup and Restore Process

Process Owner:

Erum Welling

Description:

This process describes the backup and restore life cycle. This process is a key component of the overall system administration process. The process is concerned with the operation and maintenance aspects of the ERA System. The process is used to define and maintain data and data resources on the ERA System. The process supports the creation of the necessary procedures for identifying, backing up and restoring data.

Primary Product:

Triggers:

This is triggered by the occasional necessity to manually backup or restore ERA System data

Purpose:

The Manual Backup and Restore Process provides a safeguard against the loss of Electronic Records Archive (ERA) System data and archival assets through the periodic creation of backups. The storage management operational process is a key component of the overall System Administration Process.

Standard Path:

Steps	Description of Activity	Responsibility
1.	If decision is to perform manual restore – proceed to Step 2. If decision is to perform manual backup – proceed to Step 5.	SOC Team
2.	Determine data, location and media needed to perform the restore.	SOC Team
3.	Execute the restore procedures based on request. Proceed to Step 4.	SOC Team
4.	Verify the backup or restore completed successfully. If backup or restore fails, proceed to Step 7.	SOC Team
END		
5.	Determine data, location and media needed to perform the backup.	SOC Team
6.	Execute the backup based on request (Note: Backup procedures include packaging and shipping of backup media). Proceed to Step 4.	SOC Team
7.	Execute the process procedures. If problem resolved, proceed to Step 1 to restart process.	SOC Team