



TECHNICAL COLLEGE
OF THE LOWCOUNTRY

PROCEDURE: System Backups
Number: 2.3.2.2

Responsibility: Administrative Services (Information Technology Department)
Last Updated: November 1, 2023
Related Policy: 2.3.2 Information Technology Security

President

Purpose:

The purpose of this procedure is to outline the guidelines for the backup of critical administrative computing systems.

Procedure:

1. Backups of critical administrative data is performed daily to disk in the Beaufort Data Center. This includes Colleague, file servers and other administrative systems.
2. All backups are replicated nightly to a secondary storage server on the Hampton campus.
3. Selected systems (Colleague and file servers) are replicated continuously to secondary locations on either the New River or Hampton campus.
4. Cloud-based data is backed up by the responsible vendor.