

# Backup Retention

From TechPortal

## 1 Short Term Retention

The short term retention period for full backups is 12 weeks and 5 weeks for incremental (daily) backups. These backups are stored on the Quantum DXi 6700 in 3404, and replicated to a second Quantum located at NCC.

## 2 Long Term Retention

Long term retention tape sets are stored in the president's vault. The spreadsheet at the path below tracks the tape sets stored in the vault. **\\cuesta.org\dfs\net-tech\Infrastructure\03\_Storage\Backups\Archived\_Tapes\_in\_Safe.xls**

The guidelines for tape sets stored in the safe are as follows:

- quarterly backups with a retention period of one year for the months of March, June, August, and October
- a semi-annual backup from June that will be retained indefinitely
- an annual backup from January will be retained indefinitely

Notice the quarterly, semi-annual, and annual dates will overlap during a year. This doesn't require additional copies of the tape sets. One tape can be used to fulfill multiple retention periods. For example the June quarterly can also serve as the semi-annual. The retention schedule was updated on 1/27/2012.

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