

Black Gaming LLC Back Up Policy	Doc. Version:	2.0	Page 1 of 2	
	Revised by:	BG LLC IT	Revision Date:	New
	Effective Date:	8-15-07		
	Approval:	Director of IT Support		
	Filename:	Backup Policy v 2.0		

1.0 Responsibility

All **Black Gaming, LLC's** centralized computer information systems and the associated data backup and recovery are the responsibility of the Director of IT Support. Company Information stored on users local laptops and desktops is not backed up by the daily corporate back up process. The backup and recovery of this local data is the responsibility of the user.

2.0 Purpose

The purpose of this document is to protect and safeguard **Black Gaming, LLC** assets by assuring completed and properly stored backups of mission critical information, software, and the baseline settings of the infrastructure relevant to **Black Gaming, LLC**.

3.0 Scope

This policy applies to the IT Department and all who use information resources to perform the duties associated to their job responsibilities.

4.0 Guidelines

1. It is the responsibility of desktop end users to store **Black Gaming, LLC** information in the departmental allocated areas on the network. User information stored locally is NOT backed up.
2. Backups shall be run according to established procedures on a regular schedule.
3. Backup copies shall be stored in a physically secure location and manner that will prevent damage to media and to data.
4. Copies of operating systems and the media containing software applications shall be stored physically secure in a location and manner that will prevent damage to media and to data.
5. Backups should be periodically validated and tested to assure that the information they hold can be accessed and restored in a manner that meets the operational requirements.

5.0 Policy

1. Daily full backups are preformed seven days a week on all centralized computer information systems and the associated data by the IT Department.
2. Two sets of daily tapes will be used in the tape rotation at each location and on the System I.
3. Upon notification from the Accounting Department, on the last day of April, July, October, and January for Q1, Q2, Q3, and Q4 respectively, that day's backup will be labeled as the quarterly backup, and taken out of the rotation for four quarters.
4. Upon notification from the Accounting Department, on the last day of February, that day's backup will be labeled as the year end backup and taken out of the rotation for seven years.
5. All scheduled backups will be managed through the VERITAS and System I backup software.
6. Failed backups will be identified and corrective action will follow the Failed Backup Schedule for resolution.

6.0 Enforcement

Management will determine appropriate use and enforce this policy. A violation of this policy will be acted upon immediately, and appropriate corrective action taken. Any violation of this Policy by

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the employee may result in disciplinary action, to and including, the following:

- Offenses will be reported to the employee's manager for review.
- Probation
- Termination of employment
- Other disciplinary action
- Civil and/or criminal prosecution

7.0 Additional Information

Any inquiries relating to the Backup Policy should be directed to the Director of IT.