

Todd Coston

From: Suyun Ding
Sent: Wednesday, October 05, 2011 4:09 PM
To: Todd Coston
Subject: Backup info

Categories: Red

Todd:

Let me know if you need more info.

We are currently running Symantec Netbackup Enterprise 7.01 at District. Each week we are running a full backup and several cumulative incremental backups.

There are 5 sets of tapes used for the 4 or 5 weeks of each month. The sets are known as week1 through week5. Week 5 tapes are only used for months that have five weeks. This is based on the number of Saturdays in the particular month. Every Monday , the past week's set of tapes is removed from the tape library. This set goes into the data vault. This set will sit in the vault for 1-week before being taken off-site (Fresno). The set of tapes that were already in the vault get taken off-site as they are now the 2nd most recent backup set. The set of tapes for next week are brought on-site from the off-site location. The current week's tapes are loaded into the tape library accordingly.

Depending on how many Saturdays occur in a particular month, the week 4 or 5 set of tapes is rotated off-site as described above with the exception that they are put into the delivery box labeled Monthly. The retention period for the Monthly backups is 1 year. In each policy, it has a separate schedule called Monthly backup with retention period 1 year (level 8). It's been scheduled to run at the last week (4th week or 5th depends on a particular month) of each month utilizing Veritas Netbackup Calendar Schedule feature. When the monthly backup is running, all other weekly backup will stop running in that week. Each monthly backup tape is using **Unique Bar Code** during one year period. When this set of tapes comes back on-site, they will be put into the vault and marked as the previous month's Monthly set with a Veritas Media Written report. This Monthly set will not be re-used until the following year. In order to preserve these tapes as a Monthly set, a new set of tapes is introduced with the unique barcode on each tape. The monthly set stays in the vault until it comes time for re-use during the following year.

Weekly backups' retention period is 3 weeks.

Suyun Ding
Systems Administrator
Kern community College District
Phone: 661-336-5120
E-mail: sding@kccd.edu