Bakersfield College Tape Backup Policy

The objective is to rotate tape backups to an offsite location weekly. The steps for the rotation are as follows:

- **First Week of Month:**
  - Creation week for tapes 200-209 (BC-Set1).

- **Second Week of Month:**
  - Creation week for tapes 210-219 (BC-Set2).
  - First week of 7 days for tapes 200-209 (BC-Set1) – (in house).

- **Third Week of Month:**
  - Creation week for tapes 220-229 (BC-Set3).
  - First week of 7 days for tapes 210-219 (BC-Set2) – (in house).
  - Second week of 7 days for tapes 200-209 (BC-Set1) – (Offsite).

- **Fourth Week of Month:**
  - Creation week for tapes 230-239 (BC-Set4).
  - First week of 7 days for tapes 220-229 (BC-Set3) – (in-house).
  - Second week of 7 days for 210-219 (BC-Set2) – (Offsite).
  - Third week of 7 days for 200-209 (BC-Set1) – (in-house).

- **Fifth Week of Month:**
  - Creation week for tapes 240-249 (BC-Set5).
  - First week of 7 days for tapes 230-239 (BC-Set4) – (in-house).
  - Second week of 7 days for tapes 220-229 (BC-Set3) – (Offsite).
  - Third week of 7 days for 210-219 (BC-Set2) – (in-house).
  - Fourth week of 7 day for 200-209 (BC-Set1) – (is returned & scratched).