

**RECORDS INFORMATION MANAGEMENT DATA BACKUP AND AUTO-DELETION POLICY**

Department	Administration	Policy No.	0340-94
Section	Records and Information Management	Date Approved by Board	
Repeals		Board Resolution #	

Amended		Board Resolution #	
Amended		Board Resolution #	
Amended		Board Resolution #	

Repealed		Board Resolution #	
----------	--	--------------------	--

1. Purpose

- 1.1 The purpose of the Data Backup and Auto-Deletion Policy is to establish official and approved retention periods for data which is automatically deleted such as backups and video surveillance data.

2. Scope

- 2.1 This policy applies to PRRD electronic information assets. Electronic information assets do not include operating software or business applications but may include information systems which are necessary for accessing specialized data and record sets.

3. Definitions

- 3.1 See RIM-01 Records and Information Management Framework Policy for definitions.

4. Policy

- 4.1 As per the Video Surveillance Policy, video surveillance data is retained for a maximum of 30 days after which it is automatically overwritten by the surveillance equipment software. If the data is used in an incident or investigation, it will be copied to that file and retained according to the incident or investigation's retention period.
- 4.2 Backing up digital communications, data and other electronic information assets is an essential information technology practice meant to prevent the permanent loss of Peace River Regional District (PRRD) information.
- Backed up data is used to restore a system to a previous state (i.e., the date of the most recent backup) in case of system failure, information security incident or to restore individual files inadvertently deleted or lost.
 - Backups are not intended as a storage of information for records and information management purposes.
 - If an information system is required to access and interpret backed up data, the information system must also be backed up.



- d) Electronic information assets in the custody of PRRD will be backed up to a secure server located outside the borders of Dawson Creek.
 - e) Backup processes, servers and data will be tested annually to ensure the viability of the service.
 - f) Backup data will be deleted according to the following standard without further authorization, tracking or approval, unless there has been a legal hold or a direction from legal counsel specifically requiring the cessation of backup data deletion, or a court order specifically requiring a cessation of backup data deletion.
 - i. Daily backup data shall be deleted/overwritten after 8 days.
 - ii. Weekly backup data shall be deleted/overwritten after 6 weeks.
 - iii. Yearly backup data shall be kept until the end of the calendar year plus 2 years.
- 4.3 Zoom recordings and chat data shall be retained for a maximum of 30 days after which it is automatically overwritten by Zoom. If zoom recordings or chat data is required for business purposes (e.g., as evidence of events, activities, and decisions), staff must save a copy to the relevant electronic file folder for retention.

Affiliated Policies	Video Surveillance Policy
Affiliated Procedure	