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Revised By:	Aleta Seaman	Review Cycle/Date:	Annual
Reviewed By:	Aleta Seaman	Reviewing Unit:	Backup and Storage
Title:	Backup Retention and Versioning Standard		
Description:	This document is the operating standard for backup retention and the versioning of backups.		

Backup Retention and Versioning Standard Operating Procedure

1. General Statement of Purpose
 - 1.1. The purpose of this document is to outline the Tivoli Storage Manager backup retention and versioning of backup procedures.
2. Scope
 - 2.1. This document covers Production and Non-Production.
3. Discipline
 - 3.1. Technical Standards
4. Terms and Definitions
 - 4.1. Tivoli Storage Manager (TSM) – Software that runs and creates backups of files.
 - 4.2. Production – Data classified as highly critical.
 - 4.3. Non-Production – Data classified as development or test.
 - 4.4. Tivoli Data Protection (TDP) – A database backup solution built for SQL, Oracle and Exchange databases.
 - 4.5. Backup Archive Client (BA) – A client that backs up files.
 - 4.6. Exchange – Microsoft Exchange servers that provide email services.
 - 4.7. Version retention – Process by which each backed up file maintains copies of changes for recovery.
 - 4.7.1. Versions are made at the time a backup is run.
 - 4.7.2. Versions Data Exists – The number of versions to keep when the data still exists on the client node.
 - 4.7.3. Versions Data Deleted – The number of versions to keep when the data no longer exists on the client node.
 - 4.7.4. Retain Extra Versions – The number of days to keep inactive backup versions. The days are counted from the day the version became inactive.
 - 4.7.5. Retain Only Versions – The number of days to keep the last backup version of an object that has been deleted.
 - 4.8. Node – The computer to be backed up.
5. Instructions
 - 5.1. Production Backups
 - 5.1.1. An initial client node full backup or incremental backup is taken nightly.

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5.1.2. Backup Archive Client backup files

This includes user files and department folders.

5.1.2.1. Each file maintains up to 10 versions (Versions Data Exists) for recovery.

5.1.2.2. Inactive versions (Retain Extra Versions) expire after 365 days.

5.1.2.3. The last active copy of the file is kept for an unlimited amount of time (while data exists on the node).

5.1.2.4. User deleted files (Retain Only Versions) are maintained in backup for recovery purposes for 90 days.

5.1.3. Tivoli Data Protection backup files

5.1.3.1. Each TDP backup for SQL or Oracle is kept for 30 versions.

5.1.3.2. The Tivoli Storage Manager administrators will work with the Database Administrator for deleting the TDP backups from the server.

5.1.3.3. The Tivoli Storage Manager system administrators will notify the Database Administrator when versions exceed version 30.

5.1.4. Exchange backup data is kept for an unlimited amount of time.

5.2. Non-Production Backups

5.2.1. Backup Archive Client backup files

5.2.1.1. Each file maintains up to 5 versions (Versions Data Exists) for recovery.

5.2.1.2. Inactive versions (Retain Extra Versions) expire after 90 days.

5.2.1.3. The last active copy of the file is kept for an unlimited amount of time (while data exists on the node).

5.2.1.4. User deleted files (Retain Only Versions) are maintained in backup for recovery purposes for 60 days.

5.2.2. Tivoli Data Protection backup files

5.2.2.1. Each TDP backup for SQL or Oracle is kept for 15 versions.

5.2.2.2. The Tivoli Storage Manager administrators will work with the Database Administrator for deleting the TDP backups from the server.

5.2.2.3. The Tivoli Storage Manager system administrators will notify the Database Administrator when versions exceed version 15.

6. Roles and Responsibilities

6.1. TSM Server Administrator

6.1.1. Verifies backups are scheduled and running.

6.1.2. Maintains the TSM server.

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- 6.2. Database Administrator (TDP Client Side Database Administrator)
 - 6.2.1. Works with the TSM Server Administrator to verify TDP backups are scheduled.
 - 6.2.2. Deletes extraneous versions of Oracle and SQL backups.
- 6.3. Administrator of TSM node
 - 6.3.1. Reviews reports for failed backups and takes corrective action on the TSM client node to correct issues.