Disaster Recovery Planning

Disaster recovery planning and disaster remediation are two very important aspects of any I.T. strategy. For the purpose of this document, we will only cover things from a Vendor standpoint, not from an overall Disaster Recovery Plan standpoint.

Data Backups

From a strictly BS&A Software-standpoint, the following items need to be backed up regularly:

1. **SQL Databases** – These are usually all located within the same SQL instance. There are times where customers may maintain multiple instances. All databases (including system databases) need to be backed up on all instances in use.
2. **BSA Share** – The BSA share is created during the installation appointment. This usually resides on the SQL Server. This folder holds all the application installation files as well as the attachments (scans, letter templates, pictures, etc.) used by the applications.
   a. It is possible to save the attachments in another ancillary folder. If this is done, that folder will need to be backed up as well.

The frequency of your backups is completely at the discretion of each municipality. Everyone needs to make the decision about how much data loss is acceptable.

It is also important to **test your backups**. A municipality may be under the false impression that their data is being backed up correctly, when it is not. Restore backups on a regular basis to alleviate this concern.

Data Restoration

In the event there is a disaster, please contact BS&A's I.T. Department immediately to put together a plan of action to get things working smoothly again. Assuming a good dataset backup, we can help you to install the SQL Database Engine on another server or another workstation, and restore access to your applications.

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