



THE UNIVERSITY
OF TEXAS
AT ARLINGTON

Office of
Information Technology

**Arlington Regional
Data Center**

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MEMORANDUM

From: Enterprise Data Infrastructure Support, OIT
Topic: Acknowledgement and Release from Back Up Service

The Office of Information Technology (OIT) offers Backup Services in order to assist departments in compliance with UTS165 which states:

UTS165 – UT System Information Resources Use and Security Policy

- 5. Backup Recovery of Network Servers and Data
 - 5.1 All U.T. System Data, including Data associated with research, must be backed up in accordance with risk management decisions implemented by the Data Owner.
 - 5.2 All Data Owners with each Entity shall adopt a backup and recovery plan commensurate with the risk and value of the computer system and Data. The backup and recovery plan must incorporate procedures for the following:
 - 5.2.1 Recovering Data and applications in the case of events such as natural disasters, system disk drive failures, espionage, data entry errors, human error, or system operations errors;
 - 5.2.2 Assigning operational responsibility for backup of all servers connected to the applicable network;
 - 5.2.3 Scheduling Data backups and establishing requirements for off site storage;
 - 5.2.4 Securing onsite/offsite storage and media in transit; and
 - 5.2.5 Testing backup and recovery procedures.

Should your department desire to engage the OIT centralized backup services, you may request the proper forms by contacting the Office of Information Technology EOS Data Infrastructure Support at eosbackup@uta.edu, or through campus mail at Box 19600. You may also refer to the OIT website at: http://www.uta.edu/oit/eos/server_backups/index.html.

In the case where your department is declining this service, understand that the Office of Information Technology will not be responsible for the recovery of any data that is not related to the operating system and that your department is taking full responsibility in the compliance with UTS165.

If you are declining this service, we ask that you sign, date and return this letter to Box 19600 as your formal acceptance of responsibility and understanding of the consequences should loss of data occur.

Date: _____ **Server Name:** _____

Department: _____

Department Head Printed Name: _____

Department Head Signature: _____