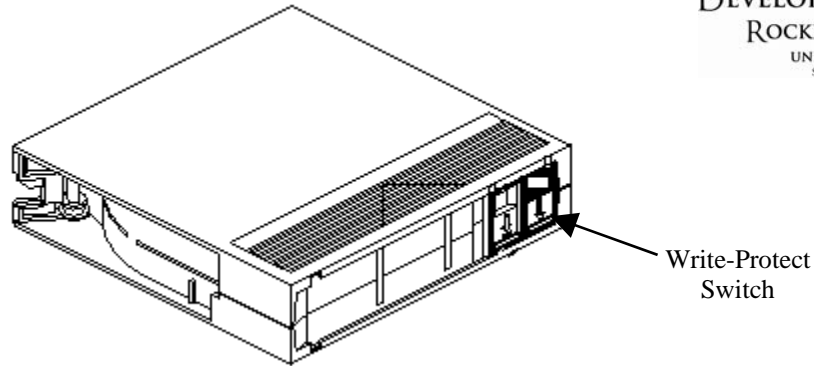


# Backup and Tape Retention Policy

## Quick Reference Card



To write-protect an LTO tape, slide the write-protect switch to the right (close).



### HSEN Server Tape Rotation (Grandfather-Father-Son Rotation)

The OFT tape rotation strategy is based on a five-day schedule (Monday through Friday), in which you create a full backup each night. Regardless of the number of full backups you create during the week, the last full backup of the week is considered the weekly backup. You reuse (recycle) the daily and weekly backup tapes.

#### LTO Tape Rotation

This rotation allows data to be restored back one month. Specific user data can be restored back to at most ten days.

#### Label the tapes as follows:

- Tape 1 = Monday 1
- Tape 2 = Tuesday 1
- Tape 3 = Wednesday 1
- Tape 4 = Thursday 1
- Tape 5 = Monday 2
- Tape 6 = Tuesday 2
- Tape 7 = Wednesday 2
- Tape 8 = Thursday 2
- Tape 9 = Friday Week 1
- Tape 10 = Friday Week 2
- Tape 11 = Friday Week 3
- Tape 12 = Friday Week 4

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### Backing Up

When you arrive at work, check the tape drive on each server and perform the procedure below. If the tape is ejected, this usually indicates that the previous night's backup job ended. However, the administrator should always log in to the server to ensure that the job status shows "completed."

1. Take the tape cartridge out of the drive.
2. Put the tape in its case.
3. Increment the number on the case label to show another use of the cartridge.
4. Insert the next backup tape in the drive.
5. Use Backup Exec's Job History to see whether the previous night's backup was successful. The backup job will be displayed in black if the job was successful or in red if it was not.
6. If the backup failed and you are unable to diagnose the problem, call OFT's Enterprise Help Desk at 1-800-697-1323.

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### Disposal

Security dictates that tape cartridges must be erased before being discarded.

## Tape Drive Cleaning Policy for LTO Tape Drives

Even if the operating environment is clean, dirt might build up on the heads of any tape drive. Every time tape motion occurs, some of the media surface comes off on the heads. Over time, this material builds up, causing the tape head clearance to increase. The increased tape head clearance produces reading and writing errors. Most tape drives today have a built-in cleaning indicator to notify you when the tape needs cleaning.

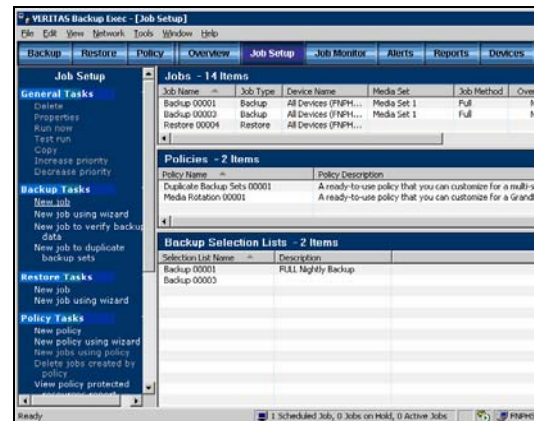
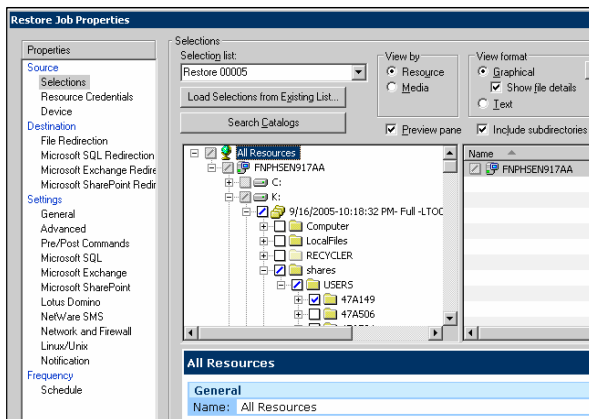
- Do not use non-LTO cleaning cartridges with LTO tape drives. A cleaning cartridge is expired after it has been used for the maximum number of times. When a cleaning cartridge is expired, you must replace it. If you continue to use an expired cleaning cartridge, you might reintroduce previously removed dirt to the tape drive and you might not clean the drive. To make sure that you know when your cleaning cartridge expires, make a notation on the cleaning cartridge each time you clean the tape. OFT recommends cleaning drives approximately every two weeks.

**Warning!** *The only way to know for certain whether a cleaning tape is cleaning the drive is to keep track of the number of times it has been used and label the tape.*

## Restore Files

As a LAN Administrator, it will occasionally be necessary to restore files for users who may have accidentally deleted them or need to revert to an earlier version.

- The first step required is to locate the tape with the desired files. Load this tape in the drive.
  - Log in to the server using your personal administrator account.
  - Run the Veritas program ensuring you are logged in using the **hexadmin** account.
  - Click the **Restore** button. The **Restore Job Properties** window displays.
- Click **Selections** in the left pane. If you are trying to restore a user file, it will most likely be located under the data drive listed here as Drive K. Click the + sign to expand the options. In this example, we are restoring the files from a user's personal directory. Note the check mark next to the user's ID.



**Note:** Click **General** in the left pane to view the **Job Setup** window. This window contains numerous options for backing up and restoring files. The default option for restoring existing files is **Skip if existing file is more recent**. If a user accidentally deletes a file that he/she needs restored, then this option will restore the lost file. If a user needs to revert to an earlier copy of a file, then the user should remove the current “bad file” (this refers to the file that the person wants replaced with the backup copy) from his/her personal directory. If he/she does not do this, then Veritas will not restore the backup copy since it will see the “bad file” with a more recent modified date and skip it.

- Click the **Run Now** button in the lower right corner of the **Restore Job Properties** window.