

MCSJ BACK UP PROCEDURES

Edmunds GovTech does not manage our client's primary daily backups. A comprehensive backup schedule would need to be managed by the client's IT department or their IT provider. Please be advised of the following procedures for backing up the Edmunds' MCSJ directory;

- The MCSJ Folder (typically located in a directory named "EDMUNDS") requires a nightly backup. If you have difficulty locating the MCSJ folder, it may help to view the properties of the MCSJ desktop shortcuts for file location.
- Run the backups after office hours, not during the workday.
- Backup daily (Monday – Thursday).
- Backup every Friday (retaining a separate copy for each Friday of the month.)
- Backup monthly (retaining copies for 90 to 120 days.)
- **IMPORTANT: In addition to the local backups, replicate copies of all backups to a disaster Recovery (DR) site. The DR site can be any location off site, either a physical location or a cloud based service.**
- For file level backups, reset the archive bit for all MCSJ\mcsdb*.mkd files after a successful backup.
- For system level backups (example, Veem, Barracuda, Volume snapshots, etc.), that do not support resetting the archive bit, please contact Edmunds GovTech Technical Services so that the backup warning message may be suppressed.
- If you require any clarifications or additional assistance Edmunds GovTech Technical Services is available daily between the hours of 8:30 AM and 5:00 PM

Note:

Edmunds GovTech does offer a cloud-based backup service, Datavault, for a secondary redundant backup solution. Datavault is not a replacement for on-site (and DR Site) daily backups. For pricing on the Datavault service please email Contact@EdmundsGovTech.com



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