



# Disaster Recovery Checklist

## Disaster Recovery Service Business Continuity for Finance Manager

- We back up all the databases daily, locally and to our building next door.  
If your district is part of our WAN you are protected by a Cisco firewall.
- Operations lets us know if there is a problem with any backup daily
- We restore every week to make sure the backups are fine.
- We move all databases up to Albany, Mid Hudson & Rockland BOCES daily  
(two days are retained up there)
- We move all databases to Iron Mountain — a mine in New Jersey
- We have pre-configured servers with databases at the LHRIC to run Disaster Recovery, so it's just move six files in and bring the database up
- We test the process with a District official once a year. We can have you up and running in less than 1 hour.
- We will store one payroll cycle and one accounting cycle of checks in a 3-deep lock down room —  
in case of an emergency
- Environmental controls exist to ensure the security and reliability of equipment.  
Such controls include: fire/smoke detection, temperature/humidity controls, and a backup generator.

## Hosting Finance Manager at the LHRIC

- LHRIC takes care of all Microsoft operating system updates
- You will have access to a Training database
- We Backup the server nightly
- The Backup remotely goes to Rockland, Ulster and Albany BOCES.
- Server environment is replicated to Rockland BOCES nightly.
- Database backups are kept at the LHRIC and Rockland BOCES for 90 days.
- You will have two full data centers that can host the application with a high speed connection between them.
- If the District is without power (i.e., Hurricane Sandy) all LHRIC data centers (Rockland BOCES, 450 Mamaroneck Ave) have power generator.
- Server environment is monitored for space and CPU at all times.
- Server environment is kept up to date with software and hardware at no additional cost.