

New York State Agricultural Experiment Station
Geneva, New York

Computer Centre: 387 (replaces 382)/ 9-Jul-99

Desktop computer backup

The following describes local area network backup at the Station.

Backup scheduling and responsibilities

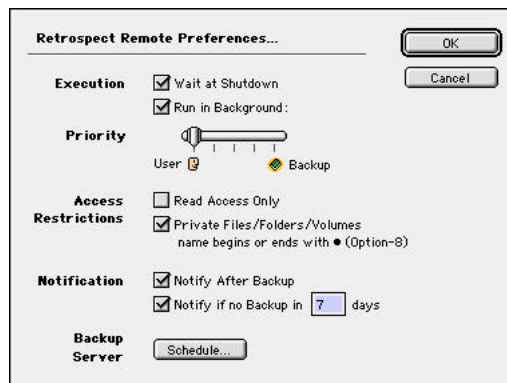
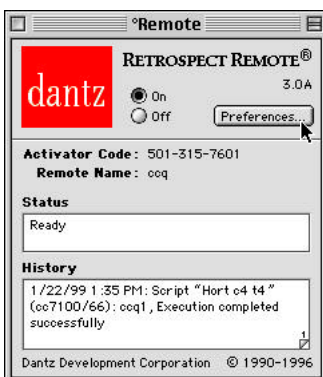
- The Computer Centre will initiate backups at 16h45 each working day, and in accordance with the following schedule:

Mondays	Horticultural Sciences
Tuesdays	Entomology
Wednesdays	Plant Pathology, IPM
Thursdays	Food Science
Fridays	Greater Administration

- Each desktop computer will be backed up once a week. **Two months** of backup will be preserved.
- It is each computer user's responsibility to see that his computer is powered-up and connected to the network on the appointed backup night.
- It is the computer user's responsibility to report failed backup which will be indicated by a message on the computer screen. Call 289 if you see such a message.
- If you find that you have lost something, call 289 and ask for restoration of the lost item.

Maintenance

- The Computer Centre will install or update the backup software (Retrospect clients) on your computer when necessary.
- Backup assumes that the *Computer Name* in the File Sharing Control Panel (or *Macintosh Name* if you have a Sharing Setup Control Panel) and IP number do not change. If either are changed, expect backup to fail. If you want to change either, let 289 know ahead of time.
- To minimise the impact of backup during working hours, set the **Priority** in your Retrospect Control Panel to look thus:



- To see when the last backup of your computer occurred, take a look at the Retrospect Control Panel.

Backups vs Archives

We distinguish a 'backup' from an 'archive'. Backups are intended to preserve work in progress, e-mail, internet traffic and the like. Massive amounts of static materials such as old data, old pictures, finished manuscripts, &c., are an exceedingly inefficient use of the backup system. It is better to move such materials to an archive of some sort and then remove them from active computer storage.

The Computer Centre recommends the use of CD for archiving. A CD has a capacity of ~600MB, and costs ~\$3. The Computer Centre has the equipment to make CDs, and the process is very simple. Call 289 if you are interested.

Distribution disks

Users should make sure that they preserve the CDs that were delivered with their computers, and CDs or other distribution media that came with purchased software. This will assure that software can be recovered should corrupted materials be transferred to the backup.