

Circulation Data Back-up Procedures

As a result of internal audit recommendations, we have developed formal plans for normal data back-up and data recovery if your circulation computer should become inoperable.

Our subscriber data is one of the most significant assets that LCNI owns. The importance of periodically backing up our computerized subscriber list cannot be overstated.

The circulation system database should be backed up at least once a week. The recommended method is to use the 'father/son' backup method. Using this method, one backup is made and taken off site in the first week (father). The circulation manager's home is acceptable. The next week, a second backup is made (son) and is taken off site. The father backup is returned to the office and stored in a secured location. In the third week, the backup is made over the father disk and the process is repeated. Reason: This backup process will protect one of the most valuable assets of an operation. The re-creation or replacement of the subscriber list will be very difficult if it is lost or damaged.

For security purposes, a backup should be made quarterly solely to keep in a safe place in case of a fire or total system loss.

It is also advisable to maintain a current, useable set of labels, depending on frequency, for mailing purposes in case of a system failure.