

Book	Policy Manual
Section	Vol 44 No 1 Aug 2025 UPDATES
Title	Copy of ELECTRONIC DATA PROCESSING DISASTER RECOVERY PLAN
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#### **7541 — ELECTRONIC DATA PROCESSING DISASTER RECOVERY PLAN**

The Board of Education is committed to maintaining and protecting the District's Information System. The Board believes that a complete and accurate Information System which includes educational, student, fiscal and personnel information is vital to the Board's ability to deliver uninterrupted educational service to the community it represents. To that end, the Superintendent, in conjunction with the Treasurer, is directed to develop, test and maintain an Electronic Data Processing Disaster Recovery Plan for use in the event a disaster should disable the District's electronic data processing equipment.

The Plan may include:

- A. a reciprocal agreement with a neighboring school district or data acquisition site, which outlines the scope of reciprocal services such as access to the computer facility of the alternative, computer time and personnel assistance, and costs;
- B. adequate equipment insurance;
- C. a list of the applications that are used by the District;
- D. procedures used to backup all programs and data on a daily, monthly, quarterly and year end basis;
- E. backup storage off site;
- F. maintenance agreements for hardware and software (including, but not limited to the operating system);
- G. a list of vendor contacts to be called for the immediate replacement of disabled equipment or corrupted software;
- H. as a last resort, the procedure to create payroll checks and budgetary checks, and perform other necessary accounting functions, manually.

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Last Modified by Regina Jutz on September 26, 2025