

DIVISION OF BUSINESS AND FINANCIAL AFFAIRS
Information Technology Services

Process Number: BP.00.010.02**Effective Date:** 30-November-2011**Approved By:** James August**Page 1 of 2**AVP for Information Technology Services

Business Practice for Management Review of DRP

PURPOSE:

Require campus management review of the Information Technology Disaster Recovery Plan (DRP) to assure DRP priorities align with campus needs

BACKGROUND:

Information Technology Services (ITS) has created an IT Disaster Recovery Plan (DRP) to minimize the operational and financial impact of a disaster on the division's (BFA) IT services and to return access to campus systems in a timely manner. In the event of a disaster, this plan will establish a chain of command that will set in motion a number of activities to be performed by pre-assigned staff members. This plan should be reviewed and approved by senior campus management on an annual basis to ensure that the priorities assigned by the plan are consistent with campus needs.

BUSINESS PRACTICE: Accountability:

The AVP for Information Technology Services and ITS managers

Applicability:

The DRP that is currently in force for the campus

Definitions:

- 1) **DRP:** IT Disaster Recovery Plan
- 2) **Campus Management.** Cabinet Members (Vice President for Finance & Administration; Vice President/Provost; Vice President for Student Affairs; President's Chief of Staff)
- 3) **AVP ITS** Associate Vice President for Information Technology Services

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The AVP ITS will provide, in writing, a copy of the current DRP to the Cabinet Members. Each member will review and approve, or offer comments that will be incorporated into the DRP at the discretion of the AVP ITS. The revised plan will be approved in writing by the Cabinet Members with approvals filed in the AVP ITS's office. Such review will be conducted annually or whenever the DRP is updated.

Assessment Requirements

Assessment requirements and history are listed in the grid below.

Description	Frequency	Role Assigned
Review of DRP	Annual	CISO

Revision History

BP Nbr:	BP-00-010	Enacted Date:	11/30/2011		
Revision Nbr:	001	Revision Date:	11/13/2012	Revised By:	NFisch
	002		02/02/2017		NFisch
	003		05/09/2025		CMiranda