

## 2. Provide Backup Measures and Security of In-Housed Production Databases

To create backup file of the ITDD in-housed and maintained production databases.

**Office or Division:** Database Management Division

**Classification:**

- Simple

**Type of Transaction:**

- G2G - Government to Government

**Who may avail:**

- Various City Departments and Offices

### CHECKLIST OF REQUIREMENTS:

1. Console to execute the process

**WHERE TO SECURE:** ITDD Database  
Management Division

STEPS	APPLICANT / CLIENT	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		1. Transfer database backup files from the production server to a secure Network Attached Storage (NAS) or an encrypted mobile HDD.	None	1 Day	ITDD-DMD Information Security Section Chief
		2. Provides a digital copy of the report to the immediate supervisor for review.			
		3. Make additional copies of the backup files from the NAS onto an encrypted portable hard drive or encrypted mobile HDD.			
		4. Updates the DB Backup Measures and Security of In-Housed Production Databases Checklist			
		5. Implement strict measures to ensure the safekeeping of the encrypted portable hard drive and any other backup media, including			

		storing them in secure locations and restricting access to authorized personnel.			
		<b>TOTAL</b>		1 Day	
<b>END OF TRANSACTION</b>					