

**ESTADO LIBRE ASOCIADO DE PUERTO RICO  
DEPARTAMENTO DE CORRECCION Y REHABILITACION  
ADMINISTRACION DE CORRECCION  
SAN JUAN, PUERTO RICO**

**MANUAL PARA ESTABLECER ESTRATEGIA DE  
RESGUARDO Y RECUPERACION DE DATOS**

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**MANUAL NUM. DCR-2009- 02**

**MANUAL PARA ESTABLECER ESTRATEGIA DE RESGUARDO Y  
RECUPERACION DE DATOS**

**I. INTRODUCCION**

Este Manual presenta la documentación de la estrategia a utilizarse para la realización de resguardo y recuperación de información en servidores del Departamento de Corrección y Rehabilitación. En éste se presentarán los beneficios y configuraciones necesarias para la realización de resguardos.

**II. PROPOSITO**

El objetivo principal de este Manual es plasmar la estrategia de resguardo y recuperación de información en los servidores del Departamento de Corrección y Rehabilitación de Puerto Rico, en caso de pérdida de información ya sea por desperfectos en equipos o software, intervención errónea o criminal, o desastre natural.

Como mecanismo de resguardo se utiliza una herramienta la cual puede crear una copia de todos los datos a un disco duro y después guardarlo en otro dispositivo, como un disco duro o cinta magnética.

### **III. METODOS DE RESGUARDO Y ROTACION DE CINTAS**

A continuación se presentará el método de resguardo y rotación de cintas utilizados en el Departamento de Corrección y Rehabilitación de Puerto Rico. Los resguardos realizados en estos servidores son con el propósito de ser restaurados en caso de ocurrir alguna falla en el sistema, por lo cual se tratarán aparte de "archive history data backups", los cuales serán guardados separadamente.

En Nivel Central se realizarán "backups" de servidores "Windows Server 2000, Windows Server 2003, Microsoft SQL Server, Microsoft Exchange Server, Microsoft ISA Server" y "Data Server", utilizando la aplicación "System Backup Exec for Windows Servers".

El método que se utilizará para realizar "backups" en DCR Nivel Central es una combinación de "Full Backups" donde se creará una copia de resguardo de todas las carpetas y archivos que serán seleccionados con "Symantec Backup Exec for Windows Server" y "Differentials Backups", el cual compara el contenido de los archivos a la hora de determinar cuáles se modificaron de manera tal que solamente copia aquéllos que hayan cambiado realmente y no se deja engañar por las fechas de modificación de los mismos.

Esta combinación de métodos busca optimizar la eficacia y eficiencia del "performance" de los "backups" sin afectar el "bandwidth" de la red, ya que los "backups" diarios no consumen mucho tiempo en realizarse, porque solo respaldan los archivos modificados desde el último "Full

Backup” el cual se realiza una vez a la semana. A su vez es igual de eficaz y eficiente a la hora de realizar los “restore”, ya que se utilizan sólo dos cintas magnéticas.

La rotación cíclica semanal programada utiliza tres “sets” de cintas, los cuales serán llamados AC-1, AC-2 y AC-3. Cada “set” contiene catorce unidades de cintas “LTO Ultrium 400 GB”. Cada semana comienza sábado con un “Full Backup” hasta el próximo “set” en línea. Mientras transcurre la semana un “set” de cintas se quedan dentro de la librería del DCR Nivel Central para que se puedan realizar “backups” en éstos, mientras, los otros dos “sets” se quedan en un lugar remoto al edificio.

#### IV. ROTACION DE CINTAS DEL DCR EN CENTRAL

**MEDIA: 3 SETS**  
**HORIZONTE: 1 SEMANA**

|                    | Sábado                                                                                          | Domingo                                                                                         | Lunes                                                                                           | Martes                                                                                          | Miércoles                                                                                       | Jueves                                                                                            | Viernes                                                                                           | Offsite              |
|--------------------|-------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|----------------------|
| Semana 1           | Set AC-1<br> | Set AC-1<br> | Set AC-1<br> | Set AC-1<br> | Set AC-1<br> | Set AC-1<br> | Set AC-1<br> | Set AC-2<br>Set AC-3 |
| Semana 2           | Set AC-2<br> | Set AC-2<br> | Set AC-2<br> | Set AC-2<br> | Set AC-2<br> | Set AC-2<br> | Set AC-2<br> | Set AC-1<br>Set AC-3 |
| Semana 3           | Set AC-3<br> | Set AC-3<br> | Set AC-3<br> | Set AC-3<br> | Set AC-3<br> | Set AC-3<br> | Set AC-3<br> | Set AC-1<br>Set AC-2 |
| Backup Job Running | AC-SQL SATURDAY<br>AC-BKSVR SATURDAY                                                            | AC-SQL SUNDAY<br>AC-BKSVR SUNDAY                                                                | AC-SQL MONDAY<br>AC-BKSVR MONDAY                                                                | AC-SQL TUESDAY<br>AC-BKSVR TUESDAY                                                              | AC-SQL WEDNESDAY<br>AC-BKSVR WEDNESDAY                                                          | AC-SQL THURSDAY<br>AC-BKSVR THURSDAY                                                              | AC-SQL FRIDAY<br>AC-BKSVR FRIDAY                                                                  |                      |

## V. ITINERARIO DE RESGUARDO A CINTA EN DCR CENTRAL

(UTILIZANDO SYMANTEC BACKUP EXEC)

| SERVER    | BACKUP DETAILS                                                                                                                                                         | SCHEDULE                                                                | TYPE                                                                     |
|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|--------------------------------------------------------------------------|
| AC02EXCH  | First Storage Group<br>Second Storage Group<br>Utility Partition<br>Exchsrvr<br>Sytem State                                                                            | Start no earlier than 8:00:00 PM and no later than 7:59:59 PM everyday  | Full Backup every Saturday and Differential Backup from Sunday to Friday |
| ACAPP1    | I:<br>L:<br>S:<br>Microsoft SQL Server                                                                                                                                 | Start no earlier than 1:00:00 AM and no later than 12:59:59 AM everyday | Full Backup every Saturday and Differential Backup from Sunday to Friday |
| ACAPP1    | Microsoft SQL Server<br>ac_control_poblacional<br>AC_DISCIPLINA<br>AC_REGISTRO<br>AC_ROSTER<br>Utility Partition<br>System State                                       | Start no earlier than 1:00:00 AM and no later than 12:59:59 AM everyday | Full Backup every Saturday and Differential Backup from Sunday to Friday |
| ACAPP2    | Microsoft SQL Server<br>Microsoft SQL Server<br>"MIP_ENGINE"<br>Utility Partition<br>System State                                                                      | Start no earlier than 1:00:00 AM and no later than 12:59:59 AM everyday | Full Backup every Saturday and Differential Backup from Sunday to Friday |
| ACAPP3    | Microsoft SQL Server<br>Microsoft SQL Server<br>"ASSET"<br>Utility Partition<br>Microsoft SQL Server<br>"SQLEXPRESS"<br>System State                                   | Start no earlier than 1:00:00 AM and no later than 12:59:59 AM everyday | Full Backup every Saturday and Differential Backup from Sunday to Friday |
| AC-COPY-1 | Microsoft SQL Server<br>Utility Partition<br>System State<br>AC-BACKUP AC<br>Backup Account<br>Utility Partition<br>Microsoft SQL Server<br>"BKUPEXEC"<br>System State | Start no earlier than 1:00:00 AM and no later than 12:59:59 AM everyday | Full Backup every Saturday and Differential Backup from Sunday to Friday |

|                   |                                                                                                                                                                       |                                                                                     |                                                                                      |
|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| ACDC1             | Utility Partition<br>System State                                                                                                                                     | Start no earlier<br>than 8:00:00 PM<br>and no later than<br>7:59:59 PM<br>everyday  | Full Backup every<br>Saturday and<br>Differential<br>Backup from<br>Sunday to Friday |
| ACDC3             | Utility Partition<br>System State                                                                                                                                     | Start no earlier<br>than 8:00:00 PM<br>and no later than<br>7:59:59 PM<br>everyday  | Full Backup every<br>Saturday and<br>Differential<br>Backup from<br>Sunday to Friday |
| AC-<br>DEPLOYMENT | D:<br>Utility Partition<br>System State                                                                                                                               | Start no earlier<br>than 8:00:00 PM<br>and no later than<br>7:59:59 PM<br>everyday  | Full Backup every<br>Saturday and<br>Differential<br>Backup from<br>Sunday to Friday |
| AC-ISA-002        | Utility Partition<br>System State                                                                                                                                     | Start no earlier<br>than 8:00:00 PM<br>and no later than<br>7:59:59 PM<br>everyday  | Full Backup every<br>Saturday and<br>Differential<br>Backup from<br>Sunday to Friday |
| AC-MGMT-01        | Microsoft SQL Server<br>"WSUS"<br>D:                                                                                                                                  | Start no earlier<br>than 1:00:00 AM<br>and no later than<br>12:59:59 AM<br>everyday | Full Backup every<br>Saturday and<br>Differential<br>Backup from<br>Sunday to Friday |
| DCRPRINT          | Nusers<br>INSTALL<br>Vistas Oficiales<br>Examinadores<br>TRAINING<br>TipAdmin<br>rechum<br>PDSC-Población<br>PDSC-Ley-78<br>HOME<br>Utility Partition<br>System State | Start no earlier<br>than 8:00:00 PM<br>and no later than<br>7:59:59 PM<br>everyday  | Full Backup every<br>Saturday and<br>Differential<br>Backup from<br>Sunday to Friday |
| ACAPP1A           | System State                                                                                                                                                          | Start no earlier<br>than 8:00:00 PM<br>and no later than<br>7:59:59 PM<br>everyday  | Full Backup every<br>Saturday and<br>Differential<br>Backup from<br>Sunday to Friday |

|            |              |                                                                        |                                                                          |
|------------|--------------|------------------------------------------------------------------------|--------------------------------------------------------------------------|
| ACAPP1B    | System State | Start no earlier than 8:00:00 PM and no later than 7:59:59 PM everyday | Full Backup every Saturday and Differential Backup from Sunday to Friday |
| AC-MSG-001 | System State | Start no earlier than 8:00:00 PM and no later than 7:59:59 PM everyday | Full Backup every Saturday and Differential Backup from Sunday to Friday |

## VI. ITINERARIO DE RESGUARDO A DISCO EN DCR CENTRAL

(UTILIZANDO SYMANTEC BACKUP EXEC)

| SERVER    | BACKUP DETAILS                                                          | SCHEDULE                                                        | TYPE                                                             |
|-----------|-------------------------------------------------------------------------|-----------------------------------------------------------------|------------------------------------------------------------------|
| AC_DEV_01 | Microsoft SQL Server                                                    | Start no earlier than 11:00:00 PM and no later than 10:59:59 PM | Full Backup everyday                                             |
| AC02EXCH  | First Storage Group<br>Second Storage Group<br>Exchsrvr<br>System State | Start no earlier than 3:00:00 AM and no later than 2:59:59 AM   | Full Backup every Tuesday, Thursday and Saturday                 |
| AC02EXCH  | Utility Partition<br>System State                                       | Start no earlier than 11:00:00 PM and no later than 10:59:59 PM | Full Backup every Sunday                                         |
| ACAPP1    | Microsoft SQL Server                                                    | Start no earlier than 12:00:00 PM and no later than 8:00:00 PM  | Full Backup every Monday, Tuesday, Wednesday Thursday and Friday |
| ACAPP1    | Microsoft SQL Server                                                    | Start no earlier than 12:00:00 PM and no later than 8:00:00 PM  | Full Backup every Monday, Tuesday, Wednesday Thursday and Friday |

|           |                                                                     |                                                                 |                            |
|-----------|---------------------------------------------------------------------|-----------------------------------------------------------------|----------------------------|
| ACAPP1    | I:<br>L:<br>S:                                                      | Start no earlier than 4:00:00 AM and no later than 10:59:59 PM  | Full Backup every Saturday |
| ACAPP1    | Microsoft SQL Server                                                | Start no earlier than 11:00:00 PM and no later than 10:59:59 PM | Full Backup everyday       |
| ACAPP2    | Contratos<br>MIP Share<br>Apps<br>EXPEDIENTES<br>TIP<br>PRIFAS-RHUM | Start no earlier than 4:00:00 AM and no later than 10:59:59 PM  | Full Backup every Saturday |
| ACAPP2    | Backup_602<br>Utility Partition<br>System State                     | Start no earlier than 11:00:00 PM and no later than 10:59:59 PM | Full Backup every Sunday   |
| ACAPP2    | Microsoft SQL Server                                                | Start no earlier than 11:00:00 PM and no later than 10:59:59 PM | Full Backup everyday       |
| ACAPP3    | ACAPP3\C:<br>ACAPP3\D:                                              | Start no earlier than 4:00:00 AM and no later than 10:59:59 PM  | Full Backup every Saturday |
| ACAPP3    | Utility Partition<br>System State                                   | Start no earlier than 11:00:00 PM and no later than 10:59:59 PM | Full Backup every Sunday   |
| ACAPP3    | Microsoft SQL Server<br>Microsoft SQL Server<br>"SQLEXPRESS"        | Start no earlier than 11:00:00 PM and no later than 10:59:59 PM | Full Backup everyday       |
| AC-BACKUP | Utility Partition<br>Shadow Copy<br>Components<br>System State      | Start no earlier than 11:00:00 PM and no later than 10:59:59 PM | Full Backup every Sunday   |
| AC-BACKUP | Utility Partition<br>System State                                   | Start no earlier than 11:00:00 PM and no later than 10:59:59 PM | Full Backup every Sunday   |
| AC-COPY-1 | AC-COPY-1\C:<br>AC-COPY-1\D:                                        | Start no earlier than 4:00:00 AM and no later than 10:59:59 PM  | Full Backup every Saturday |

|                   |                                                                       |                                                                          |                               |
|-------------------|-----------------------------------------------------------------------|--------------------------------------------------------------------------|-------------------------------|
| AC-COPY-1         | Utility Partition<br>Shadow Copy<br>Components<br>System State        | Start no earlier<br>than 11:00:00 PM<br>and no later than<br>10:59:59 PM | Full Backup every<br>Sunday   |
| AC-COPY-1         | Microsoft SQL Server                                                  | Start no earlier<br>than 11:00:00 PM<br>and no later than<br>10:59:59 PM | Full Backup<br>everyday       |
| ACDC1             | Utility Partition<br>System State                                     | Start no earlier<br>than 11:00:00 PM<br>and no later than<br>10:59:59 PM | Full Backup every<br>Sunday   |
| ACDC2             | Utility Partition<br>System State                                     | Start no earlier<br>than 11:00:00 PM<br>and no later than<br>10:59:59 PM | Full Backup every<br>Sunday   |
| AC-<br>DEPLOYMENT | Utility Partition<br>System State                                     | Start no earlier<br>than 11:00:00 PM<br>and no later than<br>10:59:59 PM | Full Backup every<br>Sunday   |
| AC-EDU-01         | Utility Partition<br>System State                                     | Start no earlier<br>than 11:00:00 PM<br>and no later than<br>10:59:59 PM | Full Backup every<br>Sunday   |
| AC-EDU-01         | Microsoft SQL Server                                                  | Start no earlier<br>than 11:00:00 PM<br>and no later than<br>10:59:59 PM | Full Backup<br>everyday       |
| AC-ISA002         | Utility Partition<br>System State                                     | Start no earlier<br>than 11:00:00 PM<br>and no later than<br>10:59:59 PM | Full Backup every<br>Sunday   |
| AC-MGMT-01        | Utility Partition<br>System State                                     | Start no earlier<br>than 11:00:00 PM<br>and no later than<br>10:59:59 PM | Full Backup every<br>Sunday   |
| DCRPRINT          | TRAINING<br>HOME<br>Nusers<br>Imagen<br>PDSC-Ley-78<br>PDSC-Población | Start no earlier<br>than 4:00:00 AM<br>and no later than<br>10:59:59 PM  | Full Backup every<br>Saturday |
| DCRPRINT          | Utility Partition<br>System State                                     | Start no earlier<br>than 11:00:00 PM<br>and no later than<br>10:59:59 PM | Full Backup every<br>Sunday   |

## VII. ITINERARIO DE RESGUARDO A CINTA EN INSTITUCIONES

(UTILIZANDO SYMANTEC BACKUP EXEC)

| SERVER             | BACKUP DETAILS                                                                                             | SCHEDULE                                                                | TYPE                                                                                         |
|--------------------|------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|
| BAYOSI             | Microsoft SQL Server<br>D:                                                                                 | Start no earlier<br>than 1:00:00 AM<br>and no later than<br>7:00:00 AM  | Full Backup run<br>every 2 days                                                              |
| BAYOSI             | BAYOSI\D:                                                                                                  | Start no earlier<br>than 1:30:00 AM<br>and no later than<br>6:30:00 AM  | Full Backup every<br>Sunday,<br>Tuesday,<br>Thursday and<br>Saturday                         |
| BAYOSI             | BAYOSI\D:                                                                                                  | Start no earlier<br>than 7:30:00 PM<br>and no later than<br>10:59:59 PM | Differential<br>Backup every<br>Monday,<br>Tuesday,<br>Wednesday,<br>Thursday, and<br>Friday |
| BAYOSI             | BAYOSI\C:<br>Utility Partition<br>BAYOSI\D:<br>Microsoft SQL Server<br>System State                        | Start no earlier<br>than 11:00:00 PM<br>and no later than<br>4:00:00 AM | Full Backup every<br>Saturday                                                                |
| BAYOSI-<br>BACKUP  | Microsoft SQL Server<br>"BKUPEXEC"                                                                         | Start no earlier<br>than 1:00:00 AM<br>and no later than<br>7:00:00 AM  | Full Backup run<br>every 2 days                                                              |
| BAYOSI -<br>BACKUP | Microsoft SQL Server<br>"BKUPEXEC"<br>Utility Partition<br>C:<br>Shadow Copy<br>Components<br>System State | Start no earlier<br>than 11:00:00 PM<br>and no later than<br>4:00:00 AM | Full Backup every<br>Saturday                                                                |
| BAYOSIDC           | BAYOSIDC\C:                                                                                                | Start no earlier<br>than 1:00:00 AM<br>and no later than<br>7:00:00 AM  | Full Backup run<br>every 2 days                                                              |

|            |                                                                                            |                                                                          |                                                                                     |
|------------|--------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| BAYOSIDC   | Utility Partition<br>System State                                                          | Start no earlier<br>than 11:00:00 PM<br>and no later than<br>4:00:00 AM  | Full Backup every<br>Saturday                                                       |
| GUAYAMAAPP | Microsoft SQL Server<br>Utility Partition<br>GUAYAMAAPP\D:<br>System State                 | Start no earlier<br>than 11:00:00 PM<br>and no later than<br>4:00:00 AM  | Full Backup<br>everyday                                                             |
| GUAYAMAAPP | GUAYAMAAPP\D:<br>Utility Partition<br>Microsoft SQL Server<br>System State                 | Start no earlier<br>than 11:30:00 PM<br>and no later than<br>10:59:59 PM | Full Backup every<br>Sunday                                                         |
| GUAYAMADC1 | Microsoft SQL Server<br>"BKUPEXEC"<br>Utility Partition<br>D:<br>Shadow Copy<br>Components | Start no earlier<br>than 11:00:00 PM<br>and no later than<br>4:00:00 AM  | Full Backup<br>everyday                                                             |
| GUAYAMADC1 | D:<br>Utility Partition<br>Shadow Copy<br>Components                                       | Start no earlier<br>than 11:30:00 PM<br>and no later than<br>10:59:59 PM | Full Backup every<br>Sunday                                                         |
| PONCEOSI   | Microsoft SQL Server<br>D:<br>System State                                                 | Start no earlier<br>than 11:00:00 PM<br>and no later than<br>10:59:59 PM | Full Backup<br>everyday                                                             |
| PONCEOSI   | PONCEOSI\D:                                                                                | Start no earlier<br>than 7:00:00 PM<br>and no later than<br>10:59:59 PM  | Differential<br>Backup Monday,<br>Tuesday,<br>Wednesday,<br>Thursday, and<br>Friday |
| PONCEOSI   | PONCEOSI\D:<br>PONCEOSI\C:<br>Utility Partition<br>System State                            | Start no earlier<br>than 4:00:00 AM<br>and no later than<br>10:59:59 PM  | Full Backup every<br>Saturday                                                       |
| PONCEOSI   | Microsoft SQL Server<br>D:<br>C:<br>Utility Partition<br>System State                      | Start no earlier<br>than 11:00:00 PM<br>and no later than<br>10:59:59 PM | Full Backup<br>everyday                                                             |
| PONCEOSIDC | Utility Partition<br>D:<br>System State                                                    | Start no earlier<br>than 11:00:00 PM<br>and no later than<br>10:59:59 PM | Full Backup<br>everyday                                                             |

|            |                                                                       |                                                                          |                         |
|------------|-----------------------------------------------------------------------|--------------------------------------------------------------------------|-------------------------|
| PONCEOSIDC | Microsoft SQL Server<br>Utility Partition<br>C:<br>D:<br>System State | Start no earlier<br>than 11:00:00 PM<br>and no later than<br>10:59:59 PM | Full Backup<br>everyday |
|------------|-----------------------------------------------------------------------|--------------------------------------------------------------------------|-------------------------|

## VIII. ITINERARIO DE RESGUARDO A DISCO EN INSTITUCIONES

### (UTILIZANDO SYMANTEC BACKUP EXEC)

| SERVER            | BACKUP DETAILS                                                                                             | SCHEDULE                                                                 | TYPE                                                                       |
|-------------------|------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|----------------------------------------------------------------------------|
| BAYOSI            | Microsoft SQL Server<br>D:                                                                                 | Start no earlier<br>than 11:00:00 PM<br>and no later than<br>10:59:59 PM | Full Backup every<br>Monday,<br>Tuesday,<br>Wednesday,<br>Thursday, Friday |
| BAYOSI            | BAYOSI\C:<br>Utility Partition<br>BAYOSID:<br>Microsoft SQL Server<br>System State                         | Start no earlier<br>than 4:00:00 AM<br>and no later than<br>10:59:59 PM  | Full Backup every<br>Saturday                                              |
| BAYOSI-<br>BACKUP | Microsoft SQL Server<br>"BKUPEXEC"                                                                         | Start no earlier<br>than 11:00:00 PM<br>and no later than<br>10:59:59 PM | Full Backup every<br>Monday,<br>Tuesday,<br>Wednesday,<br>Thursday, Friday |
| BAYOSI-<br>BACKUP | Microsoft SQL Server<br>"BKUPEXEC"<br>Utility Partition<br>C:<br>Shadow Copy<br>Components<br>System State | Start no earlier<br>than 4:00:00 AM<br>and no later than<br>10:59:59 PM  | Full Backup every<br>Saturday                                              |
| BAYOSIDC          | BAYOSIDC\C:                                                                                                | Start no earlier<br>than 11:00:00 PM<br>and no later than<br>10:59:59 PM | Full Backup every<br>Monday,<br>Tuesday,<br>Wednesday,<br>Thursday, Friday |
| BAYOSIDC          | Utility Partition<br>System State                                                                          | Start no earlier<br>than 4:00:00 AM<br>and no later than<br>10:59:59 PM  | Full Backup every<br>Saturday                                              |

|            |                                                                                            |                                                                          |                                                                            |
|------------|--------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|----------------------------------------------------------------------------|
| GUAYAMAAPP | Microsoft SQL Server<br>Utility Partition<br>GUAYAMAAPP\D:<br>System State                 | Start no earlier<br>than 11:00:00 PM<br>and no later than<br>4:00:00 AM  | Full Backup<br>everyday                                                    |
| GUAYAMAAPP | GUAYAMAAPP\D:<br>Utility Partition<br>Microsoft SQL Server<br>System State                 | Start no earlier<br>than 11:30:00 PM<br>and no later than<br>10:59:59 PM | Full Backup every<br>Sunday                                                |
| GUAYAMADC1 | Microsoft SQL Server<br>"BKUPEXEC"<br>Utility Partition<br>D:<br>Shadow Copy<br>Components | Start no earlier<br>than 11:00:00 PM<br>and no later than<br>4:00:00 AM  | Full Backup<br>everyday                                                    |
| GUAYAMADC1 | D:<br>Utility Partition<br>Shadow Copy<br>Components                                       | Start no earlier<br>than 11:30:00 PM<br>and no later than<br>10:59:59 PM | Full Backup every<br>Sunday                                                |
| PONCEOSI   | Microsoft SQL Server<br>D:<br>System State                                                 | Start no earlier<br>than 11:00:00 PM<br>and no later than<br>10:59:59 PM | Full Backup<br>everyday                                                    |
| PONCEOSI   | PONCEOSI\D:                                                                                | Start no earlier<br>than 7:00:00 PM<br>and no later than<br>10:59:59 PM  | Full Backup every<br>Monday,<br>Tuesday,<br>Wednesday,<br>Thursday, Friday |
| PONCEOSI   | PONCEOSI\D:<br>PONCEOSI\C:<br>Utility Partition<br>System State                            | Start no earlier<br>than 4:00:00 AM<br>and no later than<br>10:59:59 PM  | Full Backup every<br>Saturday                                              |
| PONCEOSIDC | Microsoft SQL Server<br>Utility Partition<br>C:<br>D:<br>System State                      | Start no earlier<br>than 11:00:00 PM<br>and no later than<br>10:59:59 PM | Full Backup<br>everyday                                                    |

**IX. ITINERARIO DE RESGUARDO A DISCO EN INSTITUCIONES 2**  
**(UTILIZANDO NT BACKUP/SQL ENTERPRISE)**

| <b>SERVER</b> | <b>BACKUP DETAILS</b>                                                                                                                                                                                                                                   | <b>SOFTWARE</b>           |
|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| ACADEMIA      | System State Backup Schedule everyday at 6:00 PM. Full Database Backup Schedule everyday at 7:00 PM and a Transaction Log Backup Schedule everyday starting at 10:00 AM until 6:30 PM. The Transaction Log Backup Schedule will backup every two hours. | NTBACKUP & SQL Enterprise |
| AGUADILLAAPP  | System State Backup Schedule everyday at 6:00 PM. Full Database Backup Schedule everyday at 7:00 PM and a Transaction Log Backup Schedule everyday starting at 10:00 AM until 6:30 PM. The Transaction Log Backup Schedule will backup every two hours. | NTBACKUP & SQL Enterprise |
| AGUADILLADC1  | System State Backup Schedule everyday at 6:00 PM.                                                                                                                                                                                                       | NTBACKUP                  |
| JAYUYAAPP     | System State Backup Schedule everyday at 6:00 PM. Full Database Backup Schedule everyday at 7:00 PM and a Transaction Log Backup Schedule everyday starting at 10:00 AM until 6:30 PM. The Transaction Log Backup Schedule will backup every two hours. | NTBACKUP & SQL Enterprise |

|                |                                                                                                                                                                                                                                                         |                           |
|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| MAYAGUEZAPP2   | System State Backup Schedule everyday at 6:00 PM. Full Database Backup Schedule everyday at 7:00 PM and a Transaction Log Backup Schedule everyday starting at 10:00 AM until 6:30 PM. The Transaction Log Backup Schedule will backup every two hours. | NTBACKUP & SQL Enterprise |
| MAYAGUEZDC1    | System State with NTBackup                                                                                                                                                                                                                              | NTBACKUP                  |
| REGIÓN NORTE   | System State Backup Schedule everyday at 6:00 PM.                                                                                                                                                                                                       | NTBACKUP                  |
| SABANAHOYOSAPP | System State Backup Schedule everyday at 6:00 PM. Full Database Backup Schedule everyday at 7:00 PM and a Transaction Log Backup Schedule everyday starting at 10:00 AM until 6:30 PM. The Transaction Log Backup Schedule will backup every two hours. | NTBACKUP & SQL Enterprise |
| SABANAHOYOSDC  | System State with NTBackup                                                                                                                                                                                                                              | NTBACKUP                  |
| VEGAALTADC     | System State Backup Schedule everyday at 6:00 PM.                                                                                                                                                                                                       | NTBACKUP                  |
| VEGAALTAOSIAPP | System State Backup Schedule everyday at 6:00 PM. Full Database Backup Schedule everyday at 7:00 PM and a Transaction Log Backup Schedule everyday starting at 10:00 AM until 6:30 PM. The Transaction Log Backup Schedule will backup every two hours. | NTBACKUP & SQL Enterprise |
| ZARZALAPP      | System State Backup Schedule everyday at 6:00 PM. Full Database Backup Schedule everyday at 7:00 PM and a Transaction Log Backup Schedule everyday starting at 10:00 AM until 6:30 PM. The Transaction Log Backup Schedule will backup every two hours. | NTBACKUP & SQL Enterprise |

**X. IMPOSICION DE MEDIDAS DISCIPLINARIAS**

Todo empleado o funcionario que no cumpla con las normas aquí establecidas será sometido a la imposición de medidas disciplinarias.

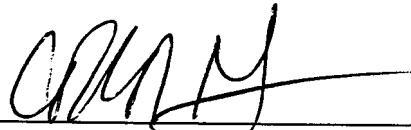
**XI. SEPARABILIDAD**

Si cualquier disposición de este Manual fuere declarada nula o inconstitucional por autoridad competente, ello no afectará la validez de sus restantes disposiciones.

**XII. VIGENCIA**

Este Manual comenzará a regir una vez aprobado por el Secretario.

Aprobado en San Juan, Puerto Rico, hoy 13 de noviembre de 2009.



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Carlos M. Molina Rodríguez  
Secretario  
Departamento de Corrección y Rehabilitación