

# APPLICABILITY **DEPARTMENT WIDE**

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 DOC 280.300

TITLE

### INFORMATION TECHNOLOGY DISASTER RECOVERY

# **POLICY**

#### **REVIEW/REVISION HISTORY:**

Effective: 4/15/95 Revised: 6/1/05 Revised: 9/6/07 Revised: 11/21/08 Revised: 9/7/09 9/12/11 Revised: 11/12/12 Revised: Revised: 1/21/16 Reviewed: 2/17/20 Revised: 1/11/21 Revised: 3/18/25

#### SUMMARY OF REVISION/REVIEW:

Updated terminology throughout

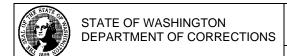
I.C., I.D., and II.B. - Adjusted language for clarification

II.A.4. and II.A.5. - Added clarifying language

Added II.B.1. that test objectives, results, and corrective actions/risk mitigations will be documented, and plans will be updated as needed

Removed II.C. that IT will test the IT disaster recovery plan process annually

APPROVED:		
Signature on file		
	2/14/25	
TIM LANG, Secretary	Date Signed	
Department of Corrections		



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#### **REFERENCES:**

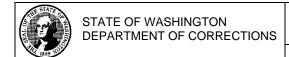
DOC 100.100 is hereby incorporated into this policy; <u>Information Technology Disaster</u> <u>Recovery Planning</u>

#### **POLICY:**

I. The Department has developed and maintains Information Technology (IT) disaster recovery/Continuity of Operations Plans (COOPs) to ensure the continuation of critical IT dependent services during recovery from a business disruption, including a major disaster.

#### **DIRECTIVE:**

- I. Responsibilities
  - A. The Chief Information Officer will ensure the maintenance of an IT disaster recovery plan which will allow the recovery of mission critical computing and telecommunications services after a business disruption.
  - B. The IT disaster recovery/COOP plan coordinator will notify IT employees/contract staff of the plan and how to execute it.
  - C. The Chief Information Security Officer/designee will audit the IT disaster recovery plan for compliance with Department and Washington Technology Solutions (WaTech) policies and standards.
  - D. The Secretary/designee will include a letter in the IT portfolio indicating the degree of compliance with WaTech disaster recovery/COOPs.
- II. IT Disaster Recovery/COOPs
  - A. IT disaster recovery/COOP plans will identify:
    - 1. All critical IT dependent operations and the priority sequence for restoring these services.
    - 2. All critical dependencies on systems, components, or service providers not directly under Department control.
    - 3. Significant threats and methods to mitigate risk.
    - 4. The maximum amount of data loss the Department can sustain for each critical IT dependent operation (i.e., recovery point objective).



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- 5. The maximum amount of time the Department can tolerate the loss of IT services for each critical IT dependent operation (i.e., recovery time objective).
- 6. IT employees responsible for:
  - a. Declaring the level of disaster, and
  - b. Implementing the plan.
- B. IT disaster recovery/COOP plans will be reviewed, updated, and tested at least every other year or within 90 days of the production date when there are significant changes/upgrades or new applications.
  - 1. Test objectives, results, and corrective actions/risk mitigations will be documented and plans will be updated as needed.

### III. Training

- A. Designated IT employees will be trained to execute the disaster recovery plan to include:
  - 1. Ensuring employees are aware of the need for a disaster recovery/ business resumption plan.
  - 2. Being aware of their responsibilities and what procedures to follow during the disaster discovery process.
  - 3. Practice for the recovery team of disaster recovery/business resumption skills.

#### **DEFINITIONS:**

Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.

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AI	ΙА	СΕ	IIVI		VI	<b>J</b>

None

#### **DOC FORMS:**

None