

**STATE OF ALABAMA**  
**Information Technology Policy**

**POLICY 690-00: DISASTER RECOVERY**

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The public depends on the ability of government to continue to function in a disaster situation; therefore, continuity of the state's critical business processes is essential. As such, disaster recovery planning and the demonstrated capability of executing a recovery are essential for all critical data processing applications and their peripheral support activities.

**OBJECTIVE:**

Enhance the operational capabilities of all information technology resources, including hardware, software, and personnel, that support the critical missions of the state in the event of a natural or man-made disaster.

**SCOPE:**

This policy applies to all Executive Branch agencies, boards, and commissions except those exempt under The Code of Alabama 1975 (Title 41 Chapter 4 Article 11).

**RESPONSIBILITIES:**

**Information Services Division:**

- Develop and publish policies, standards and procedures necessary to enhance the disaster recovery capabilities of the state's information technology systems and infrastructure.
- Provide a statewide disaster recovery coordinator for IT disaster recovery planning and coordination among state agencies.
- Provide a disaster recovery coordinator for all shared services.
- Maintain and exercise a disaster recovery plan for all shared services.
- Maintain an alternate recovery site for all shared services.
- Offer disaster recovery services and facilities to all shared services customers as requested by the agency.

**Agency Management, Information Technology Organization:**

- Follow established state policies and procedures for the development and exercise of an agency disaster recovery plan.
- Identify an agency IT disaster recovery coordinator.
- Develop disaster recovery plans for agency IT systems.
- Test disaster recovery plans annually and document test results.

*By Authority of Director, Information Services Division, Department of Finance*

**DOCUMENT HISTORY:**

Version	Release Date	Comments
700-00	9/22/2006	Original document
690-00	4/26/2011	Format changes and new document number; previous version is obsolete.