



August 3, 2004

OKLAHOMA BULLETIN NO. OK270-4-6

SUBJECT: IRM - CCE Compaq Server-Veritas Backup

Purpose: To notify employees of a change in CCE server backup software and scheduling.

Expiration Date: September 30, 2004

CCE Compaq Servers will be updated with new backup software called Veritas Backup Exec 9. Veritas Software CD's were mailed to each site Point-of-Contact last week. When received, this CD should be placed into the CD reader of the CCE Compaq Server. If there is already a CD in the drive, take it out and store it in a safe place.

A member of the State IT Staff (NRCS, FSA, or RD) will be contacting each office to install this software sometime after Wednesday, August 4. Your office will be contacted by the IT staff member prior to the installation. The Veritas software installation will take approximately 2 hours to complete and will be performed during work hours. All users in the office will need to be logged off their PC's during the installation.

The backup schedule will be changing with the installation of Veritas. The current backup schedule has sites running daily backups Monday, Tuesday, Wednesday and Thursday and 4 weekly backups and 3 monthly backups on Friday.

The Veritas backup schedule will be a two week rotation. A Complete backup will be performed each Wednesday with Differential backups being performed Monday, Tuesday, Thursday and Friday. A Differential backup saves only those files which have changed since the last Complete backup. Below is a chart that describes the Veritas backup schedule.

1st week of pay period

Monday	Tuesday	Wednesday	Thursday	Friday
Monday - Diff Week 1 - Tape 1	Tuesday - Diff Week 1 - Tape 1	Wednesday-Complete Week 1 - Tape 1	Thursday - Diff Week 1 - Tape 1	Friday - Diff Week 1 - Tape 1

2nd week of pay period

Monday	Tuesday	Wednesday	Thursday	Friday
Monday - Diff Week 2 - Tape 1	Tuesday - Diff Week 2 - Tape 1	Wednesday-Complete Week 2 - Tape 1	Thursday - Diff Week 2 - Tape 1	Friday - Diff Week 2 - Tape 1

Offices will need to prepare new labels for the backup tapes. These labels will be placed on the tapes after the Veritas software has been installed on the Server. The first time a tape is used with the new software it must be initialized. This will require coordination between the IT staff member and the local person responsible for inserting the daily backup tape.

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State Conservationist