



Portico Replication and Backup Policy

1. Policy Statement

1.1. Portico is committed to maintaining robust replication and backup procedures to ensure that content ingested in the Portico archive and original publisher source files in the Portico content storage area are available for disaster recovery. To this end:

- Portico maintains multiple on-line versions of the Portico archive on different hardware in different formats
- An off-line replica of the Portico archive is stored off continent
- The Portico content storage area for publisher content is backed up to tape.

2. Implementation Examples

2.1. Online replication:

- The master copy of the Archive is in Princeton, NJ – the master copy of the archive is maintained in Documentum and Oracle.
- One on-line replica of the archive is located on a file system in Ann Arbor, MI.
- A second online replica is located in commercial storage cloud
- Replicas in Ann Arbor and storage cloud live in a file system and are self-describing and “boot strappable”; the archive can be understood completely through analysis of the content on the file system.
- The Archive is replicated daily to the two remote online copies.

2.2. Offline replication:

- A Full off-line replica of the archive on tape is stored at the National Library of the Netherlands for preservation in their secure vault.
- Incremental backups of the Archive are shipped to the National Library of the Netherlands on a quarterly basis.
- A full backup of the Archive is created and shipped to the National Library of the Netherlands annually.

2.3. Content storage area backup—ongoing content:

- Ongoing content received from publishers at established intervals (daily, weekly, monthly, etc.) is backed up incrementally to tape on a daily basis.
- Ongoing content is backed up in full to tape on a monthly basis.

2.4. Content storage area backup—closed content:

- Bulk deliveries of back content to which no content will be added are backed up following the transfer from media to the Portico file system.
- Additional backups of bulk deliveries are done upon request.

3. Document History

3.1. Approved by: Amy Kirchhoff

3.2. Last Review Date: 8/5/2009



3.3. Reviewed by: Stephanie Orphan, Sheila Morrissey, Vinay Cheruku

3.4. Change history:

Version	Date	Change	Author
0.1	5/28/2009	Drafted.	Stephanie Orphan
0.2	6/22/2009	Modified with minor updates from Amy.	Stephanie Orphan
1.0*	7/28/2009	Synced language with disaster recovery plan and some minor updates.	Amy Kirchhoff
1.1*	8/5/2009	Added reviewed by line.	Amy Kirchhoff

* An approved version of this document.