



**The New York City Department of Records and Information Services**

31 Chambers Street, Room 305, New York, NY 10007

Pauline Toole, Commissioner

Fred P. Baptiste, Director of NYC Records Management

**Retention for Back-up Tapes**

**Purpose:** The purpose of this policy is to provide guidance for City agencies regarding the retention of back-up tapes.

**Policy:** Back-up tapes are not considered records unto themselves as they contain duplicates of records for the purpose of disaster recovery.

Retention for back-up tapes is prescribed in the MU-1:

System backup files	Copies of master files or databases, application software, logs, directories, and other records needed to restore a system in case of a disaster or inadvertent destruction	0 after 3 system backup cycles
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However, consideration should be given to the length of time of the back-up cycles, as long back-up cycles extend the total retention of a back-up tape which may significantly exceed the retention of the original record(s).

The NYC Department of Information Technology & Telecommunications (DoITT) currently maintains data back-ups for disaster recovery for a period of 6 months. The recommendation is that the city agencies align to this standard and retain data for no more than 6 months.