

## Idaho Technology Authority (ITA)

# ENTERPRISE POLICY – P2000 INFORMATION TECHNOLOGY PLANNING POLICIES

Category: P2020 – BUSINESS RECOVERY PLANNING

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## I. AUTHORITY

Authority: Idaho Code § 67-5745 (A) (B) (C)

## II. ABSTRACT

This IT Business Recovery Planning policy is designed to establish a statewide policy for disaster recovery/business recovery planning. It is the intent of this policy to ensure that State agencies will have the ability to continue to provide mission-critical IT and telecommunications services during recovery from a serious business interruption or disaster.

## III. DEFINITIONS

Business Recovery Planning – The documentation, plans, policies, and procedures that are used to restore normal operation to a State agency impacted either by a natural disaster or a significant disruption to normal services.

## IV. POLICY

Agencies dependent on information technology or telecommunications systems for carrying out their mission and purpose must develop business recovery plans. Each agency is responsible and accountable for its own business recovery program. Agencies that purchase information technology or telecommunications services from other State agencies or commercial concerns shall integrate their business recovery plans, including off-site storage of data, with plans provided by their service provider.

Agency business recovery plans should include, but are not limited to, the following items: methods used to safeguard data, hardware, software, and facilities; actions needed to resume critical processes and restore data; development, implement, maintenance, and testing of the business recovery plan; training of employees to execute the recovery plan; and steps taken to mitigate the impact of disasters.

Each agency is required to document its business recovery program and submit a copy of its Business Recovery Plan to ITA, on an annual basis, with their IT Plan update for review (see [Policy 2010 – Information Technology Planning Process](#)). Agencies shall update business recovery plans at least annually and at any time following a significant change to applications and the computing or telecommunications environment.

## **V. EXEMPTION PROCESS**

Refer to [Policy 1010 – Information Technology Policies, Standards, and Guidelines Framework](#).

## **VI. PROCEDURE REFERENCE**

Guidelines for Business Recovery Planning are detailed in ITA Information Technology: [G110 – Agency IT Plan](#), [G115 – Business Recovery Plan](#), and [G580 – Cyber Security Breach Notification](#).

## **VII. CONTACT INFORMATION**

For more information, contact the ITA Staff at (208) 332-1876.

## **REVISION HISTORY**

07/01/13 – Changed “ITRMC” to “ITA.”

6/16/09 – Added Definitions, Exemption Process, and Revision History to this policy, changed the layout and deleted Timeline.

Date Established: August 29, 2001