



REQUIRED RECORDS PROTECTION, DISASTER RECOVERY AND BUSINESS CONTINUATION

TG21-2011

**NUCLEAR INFORMATION AND RECORDS MANAGEMENT ASSOCIATION
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FOREWORD

This foreword is not part of the Nuclear Information And Records Management Association Guideline TG21, "Required Records Protection, Disaster Recovery, and Business Continuation".

The Regulatory and Information Business Unit (RIMBU) is the responsible committee for this Technical Guideline. The following members had significant input to this document revision as it evolved for approval by the NIRMA Board of Directors.

TG21-2011, was updated to be consistent with:

- TG11, Authentication of Records and Media
- TG15, Management of Electronic Records
- TG16, Software Quality Assurance Documentation and Records

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1. PURPOSE

This guideline was developed by the Electronic Records Subcommittee, Regulations Committee of the Nuclear Information and Records Management Association, to provide guidance concerning the protection, disaster recovery and business continuation efforts associated with a Records Management Program.

- 1.1 This guideline, originally titled “Electronic Records Protection and Restoration, has been renamed to more accurately reflect its scope.
- 1.2 This guideline was developed recognizing the constant state of technology change evident in a Records Management Program. Therefore, efforts have been made to ensure its applicability irregardless of media type, technology platform, or system hardware/ software configuration. Companies should be expected to customize their own program based upon their needs and available resources.
- 1.3 The most effective Records Disaster Plan is comprehensively interwoven with and an integral part of the Company’s overall Business Continuation Plan. As such, the reader should find references to both the Company’s plan and the Records Program Plan. Unless stated otherwise, all references found within should be assumed to be related to the Records Program.

2. SCOPE

- 2.1 This guideline applies to required records environments, and addresses the components of protection, disaster recovery, and business continuation efforts for records, regardless of retained media format.

3. DEFINITIONS

3.1 Backup

A copy of selected computer files, programs or data written to a duplicate media or another media or system for use if the original is lost, damaged, or destroyed. Active and inactive files are typically backed up. Backup copies of files must be geographically separated from the originals to fulfill disaster recovery objectives and to fulfill requirements for duplicated storage of electronic records.

3.2 Backing Up

The copying of selected computer files, programs or data to another media or system for use if the original is lost, damaged, or destroyed.