



The Maryland State Archives  
Disaster Recovery and Business Continuity

A disaster is defined....

*A major incident that seriously disrupts, or is expected to disrupt, operations for 12 or more hours, requiring: the reassignment of personnel to disaster recovery activities, the use of additional vendor/contractor support to accomplish recovery requirements, and/or the acquisition of special funding to support equipment replacement and other recovery related costs that are outside of the scope of normal day-to-day operations.*

Consistent with the Department of Budget and Management guidelines for disaster recovery and business continuity (DR), the Archives has begun the implementation of its DR plan with the goal of having a remote site fully operational by the end of fiscal year 2008. The remote site will mirror the Annapolis site and provide a load-balanced replication of web services thus providing a level of redundancy that will ensure maximum up time.

Some of the main considerations in selecting a site:

- o Must be remote enough such that a disaster affecting Annapolis is not likely to impact the remote site, but close enough to be effectively managed
- o Site must have proper information technology infrastructure (server rooms, power and cooling etc.)
- o The location must support high speed connectivity across state-owned network infrastructure while also maintaining some level of independence from the main network architecture of Annapolis.

The ideal solution is to partner with an academic institution that possesses the requisite IT infrastructure and can provide connectivity through the University of Maryland Academic Telecommunications System (UMATS) to NetworkMaryland.

The Archives and the University of Maryland Baltimore County have agreed in principle to a memorandum of understanding which would establish UMBC as the Archives remote site. Permanent electronic records will be mirrored at this site and the archives web services will be load balanced between Annapolis and UMBC to serve the ever-growing number of users. The equipment for this model disaster recovery / business continuity plan will be housed in the Engineering and Computer Science facility in Catonsville.

Both parties hope to have the agreement finalized in January of 2007 so that work can begin on equipment placement and testing of data synchronization.

Policy recommended for adoption by Hall of Records Commission December 19, 2006.