

Backup and Media Retention Policy

Purpose

This document establishes the corporate policy and standards for backup and media retention at Landstar Title Agency, Inc.

Policy

To ensure the availability and reliability of data stored on backup media, all production and development servers located within any facility managed by or on behalf of Landstar Title Agency, Inc

- Must be backed up a minimum of 5 times per week
- Must have a full backup successfully completed at least once per month

All databases and application servers associated with production systems must be restored from backup media every 12 months without errors. Alternatively, a smaller list of systems to be restored may be approved by management.

Note: To validate the integrity of restores for databases that exceed one terabyte in size, partial restores of the databases will be conducted.

Offsite Storage Facility

Backup media must be sent to a management-approved, secure offsite storage facility daily. Our main data center is DirectLink Technologies Center Inc. located at 2561 Bernville Road, Reading, PA 19605. Our secondary data center is Datto Data Center in Bluffdale, Utah.

Media storage facilities must

- Be located at least 3 miles from the server(s) being backed up
- Include protection from
 - Explosion and fire
 - Magnetic fields
 - Theft and vandalism
 - Natural disasters (earthquakes, floods, hurricanes, tornadoes)
- Provide environmental controls for
 - Temperature
 - Humidity

Online Backup Services

Third-party online backup hosting providers storing Landstar Title Agency, Inc data via must meet the standards defined in this document where applicable.

Backup Logs

Backup logs must be reviewed daily Monday through Friday excluding official company holidays. Any unsuccessful scheduled backup must be reported the following business day along with the steps taken to resolve the unsuccessful backup. The last successful full and differential backup dates must be included in each failed backup log entry. Any backup that fails 2 or more consecutive times must be escalated to the appropriate senior management group.

All backup logs and reports must be maintained for 12 months for audit purposes. Refer to this table for backup media retention requirements. [Complete this table (add/delete rows as needed) based on your State’s laws.]

Backup	Server	Retention
Daily	Exchange	Retain 12 months, then recycle
	Windows	Retain 12 months, then recycle
	[Other]	Retain 12 months, then recycle
Weekly	Exchange	Retain 12 months, then recycle
	Windows	Retain 12 months, then recycle
	[Other]	Retain 12 months, then recycle
Quarterly	Exchange	Retain 12 months, then recycle
	Windows	Retain 12 months, then recycle
	[Other]	Retain 12 months, then recycle

Violation of Policy

Failure to adhere to all requirements stipulated in this policy and all related documents may result in disciplinary actions, up to and including

- Immediate removal of any applicable hardware/software/access to the Landstar Title Agency, Inc computer network or business systems
- Formally reporting the incident to Landstar Title Agency, Inc senior management
- Termination of employment
- Any other action deemed necessary by Landstar Title Agency, Inc senior management

Review

Landstar Title Agency Inc. has voluntarily adopted this policy for its sole and exclusive use. This policy and all related documents will be reviewed annually or as needed based on prevailing business conditions.

Approved

Kenneth Warner, Esq., Vice President and Senior Counsel

Revision History

Version Number	Revised Date	Effective Date	Approved By	Brief Change Summary