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STATE OF NEW JERSEY TECHNOLOGY CIRCULAR Use of Statewide Disaster Recovery Facilities Policy	POLICY NO: **07-10-NJOIT**	
	SUPERSEDES: N/A	EFFECTIVE DATE: 06/11/2007
	VERSION: 2.0	LAST REVIEWED: 06/11/2014

1   PURPOSE

This policy defines specific requirements for placing equipment and/or application environments at the New Jersey's disaster recovery facilities in support of mission-critical business functions:

Establishes a directive for the use of disaster recovery facilities; and

Provides direction regarding the requirements for establishing disaster-recovery capability at disaster recovery facilities.

2   AUTHORITY

This policy is established under the authority of N.J.S.A. 52:18a-230b. This order defines the role of New Jersey's Office of Information Technology (NJOIT) with regard to technology within the community of the Executive Branch of State Government.

The Office of Information Technology (OIT) reserves the right to change or amend this policy.

3   SCOPE

This policy applies to all State Departments, Agencies, "in but not of" entities, their employees, contractors, consultants, temporary workers, and others who are responsible for building and/or developing information technology environments that support disaster recovery for critical business functions as defined in Business Impact Analysis (BIA) reports.

4   DEFINITIONS

Please refer to the Statewide Policy Glossary at http://www.nj.gov/it/ps/glossary/.

5   POLICY

5.1   Agency participation and access to the disaster recovery facility:

5.1.1   Applications and hardware platforms must support mission-critical functions, as defined in the agency's Continuity of Operations (COOP) plan and/or BIA;

5.1.2   Applications and hardware platforms must be compatible with currently installed and supported infrastructure within the disaster recovery facility; and

5.1.3   Participants must conform to facilities management procedures in effect at the time of installation.

5.2   Any organization placing equipment and/or application environments at a disaster recovery facility must, at a minimum, ensure adequate documentation is provided. This documentation must include:

5.2.1   Any reference required to support the stated recovery-time objective (RTO) as outlined in the BIA.

5.2.2   Drawings that depict the disaster recovery environment and dependencies on related systems;

5.2.3   Environmental requirements (power usage, rack space and other footprint requirements); and

5.2.4   Written procedures for performing recovery of the application environment.

5.3   The standard NJOIT Change Management System must be used for installing or modifying equipment and/or applications hosted at the disaster recovery facility.

5.3.1   A written request must be submitted to the Statewide Disaster Recovery & Planning Team, at oars@oit.nj.gov and datacenter@oit.nj.gov, for a new application environment to be considered for installation within a statewide disaster recovery facility.

5.3.2   A minimum of eight weeks lead time should be allowed so the facility Operations Manager can plan and prepare for the installation.

5.3.3   A minimum of eight weeks of additional time should be allowed so the facility Operations Manager can test any application or equipment after an installation.

5.3.4   For new installations, the request must include the referenced information listed in Section V.B. Facilitation and guidance are available to support new installations from the Statewide Disaster Recovery & Planning organization.

6   RESPONSIBILITIES

6.1   Chief Technology Officer, Deputy Chief Technology Officers and Agency Senior IT Leaders:

6.1.1   Ensure that OIT and Agency staff are aware and adhere to this policy.

6.1.2   Ensure all NJOIT and using departments/agencies cooperate in the execution of the requirements of this policy.

6.2   Statewide Disaster Recovery & Planning Officer:

Review and then advise CTO on whether to approve or deny requests for installation of a new application environment within a statewide disaster recovery facility.

6.3   Office of Business Continuity and Disaster Recovery:

Educate users of the OARS facility about this policy and monitor compliance.

6.4   Directors, Business Unit Managers and Supervisors:

Ensure requirements of this policy are fulfilled by the respective agencies and other units of State government, and that staff cooperate with the Office of Business Continuity and Disaster Recovery in the execution of its responsibilities in regard to this policy.

7   EXCEPTIONS AND NON-COMPLIANCE

Departments and Agencies shall comply with this policy within 90 days of its effective date.

A compliance exception must be requested if there is an inability to comply with any portion of this policy. Exceptions and noncompliance shall be managed in accordance with Policy 08-02-NJOIT 111 – Managing Exceptions.