Data Archive and Retrieval Plan

for <Project>

Version 1.0

Prepared by <author>

<date created>
Table of Contents

Table of Contents .......................................................................................................................... 1
Revision History ............................................................................................................................. 1
1. Introduction ................................................................................................................................. 2
  1.1 Purpose .................................................................................................................................. 2
  1.2 Document Conventions ......................................................................................................... 2
  1.3 Intended Audience and Reading Suggestions ....................................................................... 2
  1.4 Resources ............................................................................................................................. 2
  1.5 References ............................................................................................................................ 2
  1.6 Risks/Constraints .................................................................................................................. 3
2. Data Archive ................................................................................................................................. 3
  2.1 Overview ............................................................................................................................... 3
  2.2 Policy .................................................................................................................................... 3
  2.3 Environment ........................................................................................................................ 3
    2.3.1 Hardware ......................................................................................................................... 3
    2.3.2 Software ......................................................................................................................... 3
    2.3.4 Data Store ..................................................................................................................... 3
  2.4 Process .................................................................................................................................... 3
    2.4.1 Schedule ......................................................................................................................... 3
    2.4.2 Process Flow .................................................................................................................. 3
3. Data Retrieval ............................................................................................................................... 4
  3.1 Overview .................................................................................................................................. 4
  3.2 Policy ...................................................................................................................................... 4
  3.3 Process .................................................................................................................................... 4
4. Other Requirements ..................................................................................................................... 4
Appendix A: Glossary ..................................................................................................................... 5
Appendix B: Issues List .................................................................................................................. 6
Review/Approval Page .................................................................................................................... 7

Revision History

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
<th>Reason For Changes</th>
<th>Version</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
1. Introduction

1.1 Purpose

The nature of a modern automated information systems, being that of a robust, integrated and flexible data capture and storage system, encourages an ever growing depth and breadth of data online. The efficient management of this growing mass of data requires the thoughtful application of data archival policies. This document identifies and documents all aspects a data archival and retrieval system. Covered items would include but not be limited to archival policy, hardware, software and processes necessary for a successful data archival and retrieval system for the MOSAIC system.

1.2 Document Conventions

<Describe any standards or typographical conventions that were followed when writing this functional specification document, such as fonts or highlighting that has special significance.>

1.3 Intended Audience and Reading Suggestions

<Describe the different types of reader that the document is intended for, such as developers, project managers, marketing staff, users, testers, and documentation writers. Describe what the rest of this archival and retrieval document contains and how it is organized. Suggest a sequence for reading the document, beginning with the overview sections and proceeding through the sections that are most pertinent to each reader type.>

1.4 Resources

<List details about the required human resources necessary to implement and maintain archival and retrieval processes, and the specific roles and responsibilities. List the expected skills required for individuals involved in archival and retrieval and training needed to support the necessary knowledge and skills.>

1.5 References

<List any other documents or Web addresses to which any of the hardware and software specifications refers. These may include user interface style guides, contracts, standards, system requirements specifications, use case documents, or a vision and scope document. Provide enough information so that the reader could access a copy of each reference, including title, author, version number, date, and source or location.>

1.6 Risks/Constraints

< List any risks or constraints that are associated with data archival and retrieval. Lists what has or should be done in order to mitigate these items.>
Database Backup/Recovery Plan MOSAIC

2. Data Archive

2.1 Overview

<Document the general strategy and process flow of data archival. Identify major hardware and software components of the archival environment. Document in general terms the archival process. Identify constraints, limitations and requirements including necessary system down time >

2.2 Archive Policy

<Document in detail the policy governing the archival process. Include data retention requirements, archive access requirements and industry best practices.>

2.3 Archival Environment

<Document the environment in which the archive process will be done.>

2.3.1 Archive Hardware

<Document any specialized hardware used in the archival process>

2.3.2 Archive Software

<Document any specialized software used in the archival process>

2.3.3 Archive Data Store

<Document the storage repository for archive data>

2.4 Archival Process

<Document the archive process.>

2.4.1 Schedule

<Document the schedule for archiving data. Include the requirement for downtime or access restriction during the archival process>

2.4.2 Process Flow

<Document the process for archiving data in detail.>
3. Data Retrieval

3.1 Overview

<Document in general the strategy for data retrieval from the archive store. Include justification for the retrieval process and the general process flow.>

3.2 Retrieval Policy

<Document the policy for retrieving data from the archival data store include information about security roles for retrieving archived data.>

3.3 Retrieval Process

<Document in detail the process of retrieving data from the archive data store include information about transactions or reports that can retrieve data.>

4. Other

<Document data archival and retrieval items not covered under other topics>
Appendix A: Glossary

<Define all terms necessary to properly interpret the data archive and retrieval plan document, including acronyms and abbreviations.>
Appendix B: Issues List

<This is a dynamic list of the open requirements issues that remain to be resolved, including TBDs, pending decisions, information that is needed, conflicts awaiting resolution, and the like.>
Review/Approval Page

A signature on this page indicates that the signing party has reviewed and approves the contents of this Backup/Recovery Plan document.

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
<th>Title/Role</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>