

Laserfiche Shared Service Backup Verification Process

The Texas A&M University Laserfiche Shared Service regularly restores information recently entered into customer repositories for information verification purposes. This process helps ensure that a useable backup system exists in case the production repository is lost. Computing & Information Services (CIS) encourages using this verification opportunity as a precursor to approving destruction of paper records scanned into the system.

On a periodic basis, CIS restores repository volumes containing data entered since the last backup verification. Both repository and volume data are restored to a test server. A corresponding database backup from the same date as the repository and volume is also restored.

After notification of successful restoration, the CIS Laserfiche system administrator registers the repository on the test server and configures the WebLink service on that server to provide access to the newly restored repository.

The CIS Laserfiche system administrator contacts the local administrators that the repository is available for validation and provides a list of volumes restored and the URL to access the repository. (Since all of the repository information and database information is restored, user login credentials and security match those of the production repository at the time of the backup.)

The local administrators have two weeks to verify and report their verification findings to their local Project Manager. The Laserfiche system administrator should be copied on the notification of successful validation. Any issues or questions should be reported immediately to lfsupport@tamu.edu. The verification repository is removed after seven days.

CIS strongly recommends saving original versions of scanned documents until successfully verified in this manner. After successful verification, follow the usual university-prescribed destruction process. For questions concerning that process, please contact University Records Management, at RMDesk@library.tamu.edu. Additional information can also be found at the Records Management website: <http://library.tamu.edu/records>.