

**SAM – INFORMATION SECURITY**  
**(Office of Information Security)**

**AGENCY DISASTER RECOVERY PLAN**  
(Revised 12/12)

5355.2

Each state agency (including each state data center) must maintain a Disaster Recovery Plan (DRP) identifying the computer applications that are critical to agency operations, the information assets that are necessary for those applications, and the agency's plans for resuming operations following an unplanned disruption of those applications.

Each agency that employs the services of a state data center must develop an understanding of the existing service level agreement for recovery services, and its recovery plan must document the data center services that will be required during recovery.

Each agency must keep its DRP up-to-date and provide annual documentation for those updates to the Office. The annual requirements are:

1. Each agency must file a copy of its DRP and the Agency Disaster Recovery Program Certification (SIMM Section 70B) with the Office, in accordance with the Agency Disaster Recovery Plan Submission Schedule.
2. If the agency employs the services of a state data center, it must also provide the data center with either a full copy or a subset of its plan, containing enough information for the data center to recover the agency's systems and/or data.
3. Each agency DRP must cover, at a minimum, ten topic areas which are listed and described in the Disaster Recovery Plan Documentation for Agencies Preparation Instructions (SIMM Section 65A). If the agency has not developed a full business continuity plan, three supplemental DRP requirements must be included as directed in SIMM Section 65A. In addition, if the DRP does not follow the format in SIMM Section 65A, a cross reference sheet (see SIMM Section 70B) must be included with the update to indicate where information on each topic area can be found in the DRP.

It is important to adapt the detailed content of each plan section to suit the needs of the individual agency, with the understanding that DRPs are based upon available information so they can be adjusted to changing circumstances.