

# MANAGEMENT MEMO

**SUBJECT: UPDATE TO INDUSTRY STANDARD TERMINOLOGY FOR DISASTER RECOVERY**

NUMBER:

**MM 08-10**

DATE ISSUED:

NOVEMBER 6, 2008

EXPIRES:

UNTIL RESCINDED

REFERENCES: STATE ADMINISTRATIVE MANUAL SECTIONS 5300.3, 5315.1, 5315.2, 5355.1, 5355.2, AND 5360.1 AND STATEWIDE INFORMATION MANAGEMENT MANUAL SECTIONS 65A, 70A, 70B, 70C, 70D AND 145

ISSUING AGENCY:

OFFICE OF INFORMATION SECURITY AND PRIVACY PROTECTION

## Background and Purpose:

Government Code section 11549.3 charges the Office of Information Security and Privacy Protection (OISPP) with responsibility for, among other things, the creation, updating, and publishing of information security and privacy policies, standards, and procedures directing state agencies to effectively manage security and risk for information and information technology (as defined). In 2006, the OISPP led a workgroup to facilitate alignment of the state Operational Recovery Plans with the Continuity of Operations/Continuity of Government plans. This alignment effort was an OCIO goal in the 2005 State Strategic Plan assigned to OISPP.

The purpose of this Management Memo (MM) is to finalize the alignment efforts by updating the terminology in state policy for recovery planning to replace the "Operational Recovery" term with the industry standard term "Disaster Recovery" for Information Technology and Telecommunications recovery planning.

## Policy:

No policy changes have been made. The changes are specifically limited to updating terminology to substitute "Disaster Recovery" where State Administrative Manual (SAM) policy currently refers to "Operational Recovery," and to standardize these references in the Statewide Information Management Manual (SIMM) instructions and forms.

Additionally, several new definitions have been added to the OISPP definitions web page at <http://www.oispp.ca.gov/government/definitions.asp> that support this policy.

## Roles and Responsibilities:

The OISPP will update all applicable SAM sections, instructions, forms, and associated publications to reflect this change.

Agencies are responsible for updating their recovery plans and use of the revised SIMM instructions and forms.

## Implementation, Next Steps, and Contact Information:

An advance copy of the revised SAM sections are available on our web site at [www.infosecurity.ca.gov](http://www.infosecurity.ca.gov). Formal updates will be included in the next revision of SAM.

Questions regarding this memo and corresponding changes may be directed to OISPP at (916) 445-5239 or by email at [Security@oispp.ca.gov](mailto:Security@oispp.ca.gov).

## SIGNATURE:

Original signed by Michael Saragoza, Undersecretary  
for Rosario Marin, Secretary

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Rosario Marin, Secretary  
State and Consumer Services Agency