



PCGENESIS TECHNICAL SYSTEM OPERATIONS GUIDE

11/10/2021

Section B: PCGenesis Backup /
Reorganization / Restore

***[Topic 4: How to Verify the PCGenesis
Backup, V1.2]***

Revision History

Date	Version	Description	Author
11/10/2021	1.2	21.03.00 – Update for <i>Windows Server 2022</i> .	D. Ochala
05/28/2020	1.1	20.02.00 – Delete information for <i>Windows Server 2008</i> .	D. Ochala
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Overview

PCGenesis data is split between files contained in the directory **K:\SECOND** and the *SQL Server* database tables located in **K:\PCGSQLdb**. It is very important to coordinate the **K:\SECOND** directory backup with the **PCGenesisDBx.bak** database backup. **One component cannot be backed up and/or restored without the other component, and they must be maintained together.**

The PCGenesis development team wants to ensure that all school districts are creating a backup of the PCGenesis data, including the contents of the **PCGSQLdb** database directories as well as the **SECOND** data. Our concern is that school districts do not have a good backup of the database data, in which case you may not realize that you have an incomplete backup and *a critical problem*. School districts are under increasing pressure from hackers and malware attacks and therefore, it is nothing short of imperative that you can recover your PCGenesis data in case of an attack, or other data center catastrophe.

The PCGenesis **production** database files are in the following location for **Windows Server 2012 / 2016 / 2019 / 2022**:

- K:\PCGSQLdb\MSSQL13.SQLEXPRESSPCG\MSSQL\DATA\PCGenesisDB.mdf
- K:\PCGSQLdb\MSSQL13.SQLEXPRESSPCG\MSSQL\DATA\PCGenesisDB_log.ldf

Procedure A: Verify the PCGenesis Backup

Step	Action
1	<p>Verify you have a <u>weekly full backup of K:</u> that you retain for at least 4 weeks.</p> <p>Include a full backup of K:*.* in the site's standard server backup process</p> <ul style="list-style-type: none"> ▶ Recommend full backup of K:*.* <u>every night</u> if possible <ul style="list-style-type: none"> • Minimum of one full backup of K:*.* every week (Required) • Retain at least 4 weeks of K:*.* (Required)
2	<p>Verify you have a <u>daily backup of K:\SECOND*.* and K:\PCGSQldb*.*</u> that you retain for at least 4 weeks</p> <p>Daily backup of K:\SECOND*.* <u>and</u> K:\PCGSQldb*.* (Required)</p> <ul style="list-style-type: none"> • Use of CD, DVD, or USB is recommended • Nightly backup following each work day • Nightly media may remain under control of PCG administrator • Proper security and offsite storage measures (Required) • Retain daily backups of K:\SECOND*.* <u>and</u> K:\PCGSQldb*.* for 4 weeks (Required) • Retain one daily backup each month of K:\SECOND*.* <u>and</u> K:\PCGSQldb*.* <u>for at least one year</u> (Required)
3	<p>Request your IT representative obtain a backup of PCGenesis data <i>that is at least 30 days old</i>. Obtain either the weekly full backup of K: or the daily backup of K:\SECOND*.* and K:\PCGSQldb*.*, but make sure it is a backup <i>from at least 4 weeks ago</i>.</p>
4	<p>Verify that this file exists on the PCGenesis backup media:</p> <p>For Windows Server 2012, 2016, 2019, or 2022:</p> <p style="text-align: center;">K:\PCGSQldb\MSSQL13.SQLEXPRESSPCG\MSSQL\DATA\PCGenesisDB.mdf</p> <p>If this file does not exist on your backup media, you will not be able to recover all your PCGenesis data!!!</p>
5	<p>Verify that this directory exists on the PCGenesis backup media, including all subdirectories and files within this directory:</p> <p style="text-align: center;">K:\SECOND</p>

Step	Action
6	<p>If you do not have both PCGenesisDB.mdf and K:\SECOND, you will <u>not</u> be able to recover from a data center catastrophe! Make sure your IT team immediately corrects this situation.</p> <p>Follow this link to the <i>PCGenesis Technical System Operations Guide</i>: https://www.gadoe.org/Technology-Services/PCGenesis/Pages/Technical-System-Operations-Guide.aspx</p> <p>Review the information in <i>Section B: PCGenesis Backup / Reorganization / Restore</i>.</p>
7	<p>If your district's backup procedures needed to be remediated, create a new backup by following the instructions in <i>Step 6</i> and then start this procedure over again at <i>Step 1</i> to verify the backup.</p>