



From the Technology Trenches – Rick Bernauer, Senior Systems Consultant

In last month's article I began discussing disaster recovery. I frequently divide disaster recovery into 2 categories: major disasters and minor disasters. Major disasters like theft, fire, and power outage require a different type of response than minor disasters like a server going down, internet access disruption, and loss of data.

Every day law office administrators are faced with minor disasters. Having a plan to recover from (and maybe even prevent) disasters is the key to reducing the impact of these events.

Here's a quick list of some items you should check to avoid minor disasters:

Test your backup system to verify that it is working and backing up all essential data. That means actually restoring data. Check if people are storing important data on their local PC drives or other areas which aren't backed up.

Determine if your server has sufficient disk space available. Running out of disk storage can create huge problems for performance and even cause email and other services to stop working.

Verify that you have redundancy built into your system. Server disk space should be "mirrored" or in a RAID configuration. Uninterruptable power supplies (UPS) should be installed to protect against power spikes and sags. Multiple printers should be available to ensure that you can still print even if one printer fails.

Local PC settings should be reviewed – are timed backups being made in Word/WordPerfect to protect against losing files.

Before you spend time planning for a major disaster, take the time to prevent the all to frequent minor disasters.

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