

ORDINANCE NO. 2022-26

ORDINANCE REPEALING ORDINANCE NO. 96-07
AN ORDINANCE ESTABLISHING THE TOWN OF FERDINAND, INDIANA
DISASTER RECOVERY PLAN

In the event the Town of Ferdinand's computer and programs are destroyed by fire, tornado, or other damage, various processing of accounting information such as payment of bills, payroll, receipting of funds, mapping, etc. will need to continue. The following is a plan of action will be utilized for this situation which will help ensure continued processing until computer resources are again available.

The Town office is located at 2065 Main Street, Ferdinand, IN in a building previously occupied by a bank. The vault is the storage area for permanent Town documents including minutes, ordinances, personnel files, checks, and daily backups.

Data on the server is backed-up daily and the data cartridges are rotated Monday – Friday. The most recent data cartridge is taken off site at the end of the work day and the previous four days back-ups are stored in the vault. The utility clerk does a backup of the Keystone files (Utility, Fund, Fixed Assets and Payroll) on a memory stick and this is taken off site. A second memory stick is used to back up the Keystone files and is stored in the vault. There is one memory stick for each day of the week. Once a week, on Friday, the backup of Keystone files is sent to Keystone. These backups will provide the data needed to start normal operations.

The Clerk Treasurer has a laptop that has Keystone applications. This laptop is offsite in the possession of the Clerk Treasurer. The data on the memory stick could be used to continue office operations. Data could also be restored from Keystone.

Water, Sewer, Electric and Street Department heads are responsible for updating their data daily on mapping and storing their backups at their homes. These backups will provide the data needed to start normal operations.

The Town Manager does a backup of the server located in his office on a daily basis and takes the external drive off site.

The Police Department has a cloud-based backup (Dropbox) in place. The laptops in the police cars can access the cloud-based programs they currently use. In the event the cloud is disrupted, paper reports would be generated.

In the event new computers are needed, they can be purchased through Eck Mundy and printers can be purchased through Hoosier Business Machines or Hoffman Office Supply all located in Jasper, IN.

The Town office is in the process of purchasing a generator in the event power is unavailable for a period of time. The Town office will obtain the assistance of the Electric Superintendent in selecting the appropriate size/type of generator and will request that the electric department install it.

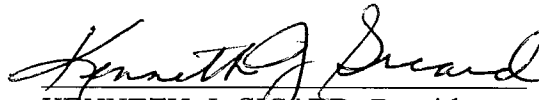
Should the Town of Ferdinand be the target/victim of a cyber-security event, the


Town's Primary Reporter of Cyber Security Incidents, or their designee, shall, within forty-eight (48) hours of the incident occurring, contact the Indiana Office of Technology and file a report. The official reporting address is <https://soi.formstack.com/forms/incident-reporting-forms> and the phone contact is (317) 234-3434.

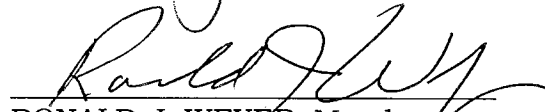
This written disaster recovery plan shall be developed and updated periodically.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF FERDINAND, IN that Ordinance No. 96-07 is repealed and this disaster recovery plan be adopted on this 16th day of August, 2022.

TOWN COUNCIL OF THE
TOWN OF FERDINAND, INDIANA


KENNETH J. SICARD, President


DEBRA JOHNSON, Member


RONALD J. WEYER, Member

ATTEST:


TAMARA M. MILLER, Clerk-Treasurer