



**Iowa Statewide Interoperable Communications System (ISICS)  
Standards, Protocols, Procedures**

<b>Standard Name:</b>	<b>Software Location</b>		<b>Date Created:</b>		<b>03/06/2019</b>
<b>Standard Policy #</b>	<b>4.9.0</b>	<b>Section Title:</b>	<b>Maintenance</b>		<b>Status</b>
<b>Approval Authority:</b>	<b>ISICSB</b>		<b>Adopted:</b>	<b>04/11/19</b>	<b>Reviewed:</b>
					<b>APPROVED</b>

**1. Purpose or Objective**

The purpose of this standard is to define the locations and responsibilities of the master, archive software copies, and configuration backups for the ISICS Platform.

**2. Technical Background**

- **Capabilities**  
Having current software and data backups located on and off site protects against a site disaster and the damage of an archive set. Having multiple backups will ensure the software is available when needed.
  
- **Constraints**  
Having a large number of software archive locations increases the amount of personnel time required to keep those archives updated.

**3. Operational Context**

Master copies will be kept at each core site and at a secure off-site facility with the location known by the Statewide System Administrator. The following software and files will have master copies kept secure at the zone controller locations.

- Backups of infrastructure and subscriber database
- Infrastructure equipment software
- System server software
- Shared services software and backups, such as “Contact List, System Log, etc.”
- System documentation

Software Location  
State Standard 4.9.0  
ISICSB Approval: 04/11/2019

For the following software, managing it will be the responsibility of subsystem administrators.

- Radio programming software and templates
- Console software and configuration
- Subsystem equipment software and configuration
- Client workstation software and configuration

#### **4. Recommended Protocol/ Standard**

This is an ongoing process. Configuration backups should be archived as they are made. Software changes will also be reflected in the source and archive locations. Subsystem administrators are responsible for arranging the archive storage location of their backups.

#### **5. Recommended Procedure**

As software changes occur, the master copies of the infrastructure and server software will be kept at the closest ISICS site housing zone controller. Archive copies will be kept at the secure off-site facility.

The System Administrator will ensure an infrastructure database, subscriber database, and shared resource backups are made, the current backups will be located at the closest ISICS site housing a zone controller. Archive copies will be kept at the secure off-site facility.

Subsystem Administrators are responsible for creating any local infrastructure database, subscriber database, and shared resource backups and storing them at a secure facility.

#### **6. Management**

The Statewide System Administrator is responsible for software involving the system infrastructure and servers, infrastructure database backups, and shared resources, such as “Contact List, System Log, etc.” Where applicable, the Subsystem Administrators are responsible for software supporting their subsystem equipment, consoles, local infrastructure, client workstations, and radio programming software and templates.