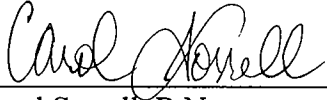

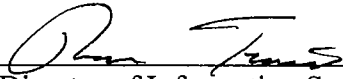


**KERN HEALTH SYSTEMS
POLICIES AND PROCEDURES**

TITLE: KERN HEALTH SYSTEMS POLICIES & PROCEDURES		INDEX NUMBER 7.19		Page 1 of 2			
SECTION: Management Information Systems		ISSUE DATE: June 2, 1997					
SUBJECT: Back-Up Tape Storage		EXTERNAL APPROVAL		DMC	DHS	MRMIB	
REVIEW DATE	02/01						
REVISION DATE	02/01						

Approved		Date	2/26/01
	Carol Sorrell, R.N. Chief Executive Officer		
Approved		Date	9-7-00
	Chief Financial Officer		
Approved		Date	8-30-00
	Director of Information Systems		

POLICY:

KHS shall use off-site storage for all systems backups (MHC, Novell, Corona, etc).

PURPOSE:

To ensure that a system backup is available if a major disaster occurs on site.

PROCEDURE:

1.0 LOCATION

All KHS backup tapes are stored at Advanced Data Storage. The facility address is :
6001 Schirra Ct
Bakersfield, CA 93313

2.0 PROCESS

KHS maintains 6 boxes for backup tapes labeled as follows:

- A. Monday
- B. Tuesday

**KERN HEALTH SYSTEMS
POLICIES AND PROCEDURES**

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- C. Wednesday
- D. Thursday
- E. Friday
- F. Monthly

The "Monday" box contains backup for Mondays, the "Tuesday" box contains Tuesday's backups, and so forth. There are 4 generations of backup for each day of the week for a total of 20 days backup.

A courier delivers daily by 1:00 PM. On Mondays, he delivers the Monday box and takes back the Friday box. On Tuesdays, he delivers Tuesday's box, and so forth.

The monthly box contains the month-end backups and any special backup runs. The monthly box is delivered on the last day of the month and returned the following day with the latest month's month-end backup.