

DEPARTMENTAL REGULATION		Number: 3240-001
SUBJECT: Direct Access Storage Device	DATE: June 28, 1989	
	OPI: Office of the Director, Office of Information Resources Management	

1 PURPOSE

This regulation establishes policy and responsibilities relative to the implementation and execution of Direct Access Storage Device (DASD) Administration/Management for all processing offices within the USDA.

2 POLICY

USDA will establish and maintain a comprehensive DASD Management/Administration program to implement systems that, meet the USDA mission requirements and that are designed to utilize automated systems and services in an efficient manner.

USDA will, on a continuing basis, analyze new data storage technologies.

DASD costs and administration will be considered a key evaluation factor throughout the entire system life cycle.

3 BACKGROUND

Use of advancing technology and ever-growing dependence on electronic information processing render the Department increasingly susceptible to inefficient use of information resources. The USDA DASD Management program is designed to assure the cost effective utilization of IRM services.

4 DEFINITIONS

- a Archiving. Archiving is the procedure of moving DASD information from one stage of storage media to another which is more cost effective, after a designated period of time.
- b Backup. A scheduled copy of data to an alternate media for recovery purposes.

5 ABBREVIATIONS

- DASD Direct Access Storage Device
- USDA United States Department of Agriculture
- OIRM Office of Information Resources Management
- IRM Information Resources Management

6 APPLICABILITY

This regulation applies to the management of all DASD resources of USDA. It applies to processing done on equipment that is:

- a Government-owned or leased, whether Government- or contractor-operated; or
- b Accessed through commercial timesharing acquired under a USDA contract.

7 RESPONSIBILITIES

- a The Director, OIRM will develop and issue DASD Management policy.
- b Agency Heads will:
 - (1) Establish an agency-wide program for DASD Management consistent with the agency's mission, to include designating a responsible individual to serve as the DASD Administrator; and
 - (2) Insure the backup and recovery procedures appropriate for each application, have been identified.
- c IRM Facility Managers will:
 - (1) Designate an individual as the DASD Administrator for the facility;

- (2) Develop and update facility DASD Management plans;
- (3) Back up user programs and data, as specified by the user;
- (4) Archive inactive information in accordance with efficient measure and/or as specified by the user;
- (5) Provide management reports to agency DASD Administrator, on an exception basis, of possible inefficiencies in DASD usage; and
- (6) Establish naming conventions in accordance with the functions of the facility and in conformance with system capabilities.

d IRM DASD Administrators will develop, administer and oversee DASD management programs.