

**Personnel Cabinet
Business Continuity Plan
Update Procedures**

The Business Continuity Plan (The Plan) will be reviewed as a whole on an annual basis. This shall include a review of all business functions and requirements, computer inventory, and system recovery procedures. Such reviews will be noted on the Business Continuity Plan Update page.

Continuous updates on The Plan shall be made if conditions change such as building physical configuration, re-organizations, staff relocation, emergency contact information, etc. Such updates will be noted on the Business Continuity Plan Updates page.

A copy of The Plan is stored on a flash drive in the CIO's safe in DTS and a flash drive is provided to the Personnel Cabinet Secretary, Chief of Staff, Executive Director of Administrative Services, DTS Director and Plan Coordinators.