



LOCAL GOVERNMENT CORPORATION

******PLEASE FILL OUT FORM AT THE END OF THIS PDF AND SEND IT IN WITH YOUR BACKUP******

LGC Backup Verification Purpose:

The purpose of this service is to provide a service to LGC customers that will allow them to verify they are getting accurate back-ups of your LGC software. Provide the customer with a solution for off-site storage of their backups. **This does not meet audit's requirement of rotating a weekly backup to a secure, off-site location.**

LGC Software Packages Covered by this Service:

FlexGen
TCAST
CTRIS
Zortec
AFAS
ImageEase
Delta
NextGen

Service Requirements

If the backup software, tapes used and operating system are within the Service Requirements listed at below, then the service will be provided. Otherwise, we cannot guarantee the customer that verification can be completed. Listed below are the requirements necessary for LGC to agree that we can provide the service.

Media:

Backup tape sizes, types – Dat tapes, sizes 2GB – 72 GB. Travan tapes, sizes 1GB – 20GB
CD/DVD/BluRay
Flash Drives

Backup Software:

Other

NOVA 7

NOVA 10

NOVA 11 (recommended)

Windows Backup (recommended)

Cobian (recommended)

Per Individual Occurrence (Per Data Directory)

\$125.00 + shipping of returned media and documentation

\$150 + shipping of returned media and documentation (if not using 'recommended' service requirements)

Quarterly (Additional 25% costs per data directory)

\$100.00 per quarter (\$400 per year) - This includes shipping of returned media and documentation. To offer this as a quarterly service, you must meet the 'recommended' service requirements or have your backup media approved by a member of software deployment.

Monthly (Additional 25% costs per data directory)

\$50.00/Month (\$600.00 per year) – This includes shipping of returned media and documentation. To offer this as a monthly service, you must meet the 'recommended' service requirements or have your backup media approved by a member of software deployment.

The Monthly and Quarterly options are offered as a line item to be added to your yearly support bill. If you choose the monthly/quarterly option, then the Software Services Specialist will coordinate the Monthly backups with the customer to ensure that they get the service requested.

Please contact the Software Deployment Department for any details or to determine if this service can be provided to your office.

Please send all backup media to:

**Local Government Corporation
Attention: Stacy Davis
785 Armstrong Lane
Columbia, TN 38401**



LGC Backup Verification/Off-Site Storage

Please complete this form and include it with your media for backup verification.

Customer Name: _____

Office Name: _____

Date of Backup: _____

Backup Software

Please select the software used to make the backup.

- _____ NOVA 7
- _____ NOVA 10
- _____ NOVA 11
- _____ Windows Backup
- _____ Cobian
- _____ Other (please specify): _____

Verification

Please select which products you want verified. Mark any that apply.

- _____ FlexGen
- _____ TCAST
- _____ CTRIS
- _____ Zortec
- _____ AFAS
- _____ ImageEase
- _____ NextGen (Financial Mgt, Trustee, Doc. Mgt.)

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