FARM CREDIT ADMINISTRATION
Examination Workpaper

Disaster Recovery Plan

Institution Name: Date:

Question	Response	Comment
1. Where is the recovery site located?		
2. What type of recovery site has been arranged? Include a detailed explanation of the recovery site in the comment field.		
3. Does management know how long it will take to ready the recovery site to begin the recovery process and achieve business resumption?		
4. Does this timeframe fit the institution's recovery requirements?		
5. Does the institution's plan include steps to recover critical systems and applications that were identified in the BIA and risk assessment?		
6. Do the recovery steps in the plan ensure that the systems and applications are recovered in the order of priority designated in the BIA and risk assessment?		
7. Were adequate alternate locations and capacity considered for:		
a. data centers and computer operations?		
b. back-room operations?		
c. work locations for business functions? (i.e., non-IT staff)		
d. telecommunications and remote computing?		
8. Is there a comprehensive, written agreement or contract for the alternative processing or facility recovery?		
9. Did the institution sufficiently address the back-up of:		
a. data?		
b. operating systems?		
c. applications?		
d. utility programs?		

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e. telecommunications?		
10. Did the institution ensure secure and up-to-date off-site storage of:		
a. back-up media?		
b. supplies?		
c. BCP?		
d. system documentation? (e.g., network topologies; inventory listing; firewall, router, and network configurations; or operating procedures)		
11. Does the institution have alternate power supplies to operate during the recovery process? (e.g., uninterruptible power source or back-up generators)		
12. If the organization is relying on in-house systems at separate physical locations for recovery, is the equipment capable of independently processing all critical applications?		
13. If the organization is relying on outside facilities for recovery, does the recovery site:		
a. have the ability to process the required volume?		
b. provide sufficient processing time for the anticipated workload based on emergency priorities?		
c. have the availability for the institution to use the facility until it achieves full recovery from the disaster and resumes activity at the institution's own facilities?		
14. Does management ensure that when any changes (e.g., hardware or software upgrades or modifications) in the production environment occur, a process is in place to make or verify a similar change in each alternate recovery location?		

Comments:

This workpaper is not intended to create any rights, substantive or procedural, enforceable at law or in any administrative proceeding. While the workpaper was carefully reviewed for applicability and accuracy, changes may occur in the wording or interpretation of laws and regulations. If a situation arises where the workpaper becomes inconsistent with applicable laws or regulations, the requirement of the laws or regulations will prevail. Examination scope may vary between institutions. On a particular examination activity,