

Small Business Backup Checklist

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Data Repositories Template.....3



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Data Repositories	Identify and record all data and its locations	
	Laptops / Desktop Computers	
	Databases	
	Servers	
	Smart-phones / Tablets	
	Online 'Cloud' Applications	
	Website / E-Commerce Systems	
	Social Network Properties	
Backup Solution	Calculate how much data needs to be backed up	
	Identify how often particular data needs to be backed up	
	Identify data that needs to comply with particular data retention laws	
	Ensure backups are encrypted	
	Determine the budget for a backup solution	
Monitoring Backups	Monitor backups regularly to ensure that they are being done	
	Audit backups regularly to ensure that they can be restored	
	Ensure backups are stored off-site securely	
	Add/remove Data Repositories to Backup as needed	

