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**Data restoration form**

Version 2

October 2012

This checklist-style form is designed to support and document a procedure for restoring data from backups.

It is a generic checklist. It must be customized to suit your organization and its procedures for restoring data,  
for example the security checks and management authorization needed to restore  
confidential business or personal information.

Recording information in this form will remind those involved to follow procedures and, once completed,  
provides evidence demonstrating that the procedure was indeed followed correctly.

**Document history**

Version 1, 2011 – donated to the ISO27k Toolkit by Vladimir Prodan

Version 2, 2012 – updated to Office 2010 and this page added by Gary Hinson

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| --- | --- | --- |
| **DATA RESTORATION PROCEDURE**  *a) Responsible person: b) Location / dept.:* | | *c) №:*  *d) Date:* |
| *1.□ server OS: .............................................. 5.□ irregular:...............................................*  *2.□ data: ....................................................... 6.□ test:.........................................................*  *3.□ database: .............................................. 7.□ audit:.....................................................*  *4.□ other:........................................................................................................................................................* | | |
| *e)* **Activities:** *f)* **Description:**  *g)* **Record–delivery:** *h)* **Start / End** | | |
| *8.□ Procedure(s):*  *9.□ User request:*  *10.□ Error-incident:*  *11.□ Method adequacy approval:*  *12.□ Restore location(s) verification:*  *13.□ Other processes interference review:*  *14.□ Management authorization:*    *15.□ Asset and media preparation*  *16.□ Location preparation*  *17.□ Users notification*  *18.□ Ongoing user operations protection*  *19.□ Return to last correct state – preparation*  *20.□ Performing and supervision*  *21.□ Verification*  *22.□ Evidence and notification*  *23.□ Other* | | |
| *24.Assets-equipment-personnel-third parties required:* | *25.Other: request - security – admittance:* | |
| *26.Record - observation - review:* | *27.Correction – improvements – enhancements:* | |
| *28.□ as planned 33.□ nonconformity / incident / weakness: ………………………………………………..*  *29.□ user complaint ……………………………………………..…………………………………………………..*  *30.□ HW-SW error 34.□ other / comment:……………………………….………………………………………..*  *31.□ complaint to request ………………………………………………………………………………………………..*  *32.□ complaint to support*  *h) Reviewed: i) Date: .* | | |