


STANDARD OPERATING PROCEDURE	DBLGROUP IT DEPARTMENT South Avenue Tower (6th Floor), House-50, Road-3, Gulshan-1, Dhaka, Bangladesh	
TITLE	Standalone System Backup Record	Page 1 of 1

APPENDIX-D
STANDALONE SYSTEM DATA BACKUP RECORD

Date:

SL No	Date	System Name	Computer ID	Quarterly Data Backup Taken (Yes/No)			Half-Yearly Data backup Taken (Yes/No)			Yearly Data backup Taken (Yes/No)			Backup Folder name with full path	Backup Taken by Name	Sign & Date
				L-1	L-2	L-3	L-1	L-2	L-3	L-1	L-2	L-3			