**Manual Cloud Backup Checklist**

By: Daniel Rosehill / github@danielrosehill.co.il

**STANDARD OPERATING PROCEDURE**

1. To be followed twice yearly

2. Once yearly copy all S3 buckets to local

**CHECKLIST**

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| --- | --- |
| **SERVICE** | **RESPONSE(S)** |
| Next backup date? | Set in calendar |
| Cpanels | Generate all Cpanel backups  Remove backup files from server  Back up (S3)  --- Or: back up cloud to cloud (S3)  – - Or: back up at WHM level |
| Facebook | Generate on demand archive  Back up (S3) |
| Github | Repositories copied to S3 |
| Gsuite | Generate on demand Google Takeout  Back up (S3) |
| Green Invoice | Generate on demand archive for invoices and receipts  Back up (S3) |
| LastPass | Back up (S3) |
| LinkedIn | Generate on demand archive  Back up (S3) |
| Mailchimp | Generate on demand archive  Back up (S3) |
| Medium | Generate on demand archive  Back up (S3)  \* Images not included |
| Quora | Request data export from support  Back up (S3) |
| pCloud | Verify latest S3 snapshot intact  If not, run cloud to cloud or manually upload snapshot |
| Reddit | Request data export form support  Back up (S3) |
| Todoist | Download latest snapshot  Back up (S3) |
| Twitter | Generate on demand backup  Back up (S3) |