***Data Backup Plan***

**Data you should backup to your server:**

* Database
* Tax Forms
* Financial Records
* Customer’s Records
* Website Files
* Software
* Employee’s Records

**Types of Backups:**

***Remote Backup***: This type of backup allows you to store a copy of your data in a cloud-based server remotely.

***Local Backup***: This type of backup allows you to store a physical copy of your data in a local drive or computer. Local backups should be secured in an offsite location.

*You should never allow your employees to save business data on their personal devices.*

**Assumptions for Backup Plan**

* ***Backup Type****:* Perform both remote and local backups simultaneously. In case of a catastrophic failure, this would allow for multiple methods of data recovery.
* ***Backup Frequency****:* Perform incremental and transaction log backups hourly. In case of a catastrophic failure, you will lose no more than 1 hour of work.
* ***Backup Retention****:* A retention period of 7 years. This will allow you to restore the server to any point in time within the last 7 years. You can modify this length to your organization's needs and/or governing regulations.

**Backup Schedule**

* ***Full Backup of all Data***: To Be Done Daily
  + Best to be done on the weekend or during period of low usage on the server
* ***Incremental Backup of all Data***: To Be Done Hourly
  + "Incremental" is to backup all changes you have made since the last Full or Incremental backup.