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| **Backup Request Form** | | |
| **Name of Requestor:** Name of the employee requesting for the backup | **Section/Department:**  Department employee requesting for the backup | |
| **Location:**  Location (HQ/Any other site) of the employee requesting for the backup | **Contact:**  Contact details of the employee requesting for the backup | |
| **Request Date:**  Date on which the employee is requesting for backup | | |
| **File/Folder Name of Data to be backed up:**  Names of the files and folders that contain important data that needs to be copied and stored in a secure location for backup purposes | | |
| **File Location:** Path or address where a specific file or folder is stored on a computer or other electronic device. It is the exact location on the device's storage system where the file or folder can be found. | | |
| **Start Date:** State date when the backup is initiated | **End Date:** End date when the backup is completed | |
| **Frequency:**  How often you create a backup of your important data. The frequency can vary depending on the importance and size of the data, as well as how frequently the data changes | | |
| Daily Weekly Monthly Yearly Other (Specify): | | |
| **Retention Period:** The retention period of a backup refers to the length of time that a backup copy of data is retained or kept before it is replaced or deleted | | |
| 1 week  1 month  1 year  25 years Other (Specify): | | |
| **Backup Type:**  Specific method or approach used to create a backup copy of important data | | |
| Full  Differential  Incremental | | |
| **Criticality of Data:**  Level of importance or significance that data holds for an individual, organization or system | | |
| High  Medium  Low | | |
| **Approval** | | |
| Head of Department  Approved Rejected | **(Signature)** | Date: |
| Comments: | | |
| Head/Manager- IT  Approved  Rejected | **(Signature)** | Date: |
| **Acknowledgement (Backup Operator)** | | |
| (Signature) | **Date:** | |