
Assets

Backing Up Data

When:

At least weekly, but daily is much better.

What:

All your organization's files/databases, etc. After all, how much work can you afford to do twice?

How:

Large organizations probably already have a technology service provider and backup systems in place. Confirm that backups are succeeding, and that they're being taken off-site each day. Test your backups! Try restoring files from them on a regular basis to make sure your backup system works.

Smaller organizations that do not have a backup system in place can implement one for under \$200. Don't rely on burning CDs or DVDs, or even using USB flash drives, which are too easily lost and have serious storage limitations. External harddrives with one-button backup systems are cheaply available from any large office supply or technology store. Be sure to buy a model with 500gb of storage or more.

Use USB flash drives as a **backup supplement**, allowing employees to take files with them in case of evacuation or pandemic. 2gb flash drives can be purchased from any office supply store for under \$20, and should provide plenty of storage for this use.

When it comes to data, there are only two types of organizations: those that have experienced disaster and those that haven't yet.

Your data backups must be frequent, comprehensive and tested.

