



Backup Strategies

Good advice from Nesda Technologies Ltd. (C) 2005

"Three things are certain
Death, taxes and lost data.
Guess which has occurred."

- Haiku poetry from a Tech's perspective.

Backups of your network are important. They protect against data loss allowing you to recover files when something bad has happened. Imagine having the Server fail and losing all of your companies work. Imagine not having a backup of your data to recover from...

It is important to understand and implement a backup strategy which meets your needs. It should use multiple tapes to allow some time to identify and recover items. It also provides protection against a bad tape (i.e. redundancy)

Rotation

We recommend the following strategy for tape rotation:

- Four week day tapes (Mon, Tue, Wed, Thu).
- Five Friday tapes (Friday 1 through Friday 5).
- Additional tapes for significant events (year end, etc.).

Tapes are inserted on the day labeled (shown on the tape). Thus they capture the backup for that day's work.

Friday tapes are used on the day shown on each labeled (e.g. The Friday 1 tape is used on the first Friday of each month).

Note that the Friday 5 tape is not used every month. This is OK. Having five tapes is needed to avoid confusion and provides an opportunity for preserving even older data.

Other Days

A Saturday tape may also be beneficial if your business is open on Saturdays and produces important data.

Month Tapes

And additional level of protection can be added by using month end tapes. Label tapes as January, February, etc. and use them to save monthly snapshots of your data.

Tape Storage

We recommend that the Friday tapes and any month or year tapes be stored off site in a safe location. This protects against losing all of your backups due to a catastrophic event such as a break-in or a fire.

Tapes are sensitive to extremes in temperature. Transport and store them with care.

Log Sheets

Recording which tape is used for each backup ensures that tapes are changed. It also provides a good method of checking the job statistics and making sure the backups are working well. There is a sample log sheet as well as a blank log sheet available on our web site.