

NOVEMBER 2010

Set	Monday	Tuesday	Wednesday	Thursday	Friday
2	<input type="checkbox"/> Check Reports ¹ <input type="checkbox"/> Change Tapes <input type="checkbox"/> Burn CD's - Date _____ to _____ Initial: _____	<input type="checkbox"/> Check Reports ² <input type="checkbox"/> Change Tapes <input type="checkbox"/> Burn CD's - Date _____ to _____ Initial: _____	<input type="checkbox"/> Check Reports ³ <input type="checkbox"/> Change Tapes <input type="checkbox"/> Burn CD's - Date _____ to _____ Initial: _____	<input type="checkbox"/> Check Reports ⁴ <input type="checkbox"/> Change Tapes <input type="checkbox"/> Burn CD's - Date _____ to _____ Initial: _____	<input type="checkbox"/> Check Reports ⁵ <input type="checkbox"/> Clean Tape Drives <input type="checkbox"/> Burn CD's - Date _____ to _____ <input type="checkbox"/> Change Tapes <input type="checkbox"/> Check Drive Lights Initial: _____
3	<input type="checkbox"/> Check Reports ⁸ <input type="checkbox"/> Change Tapes <input type="checkbox"/> Burn CD's - Date _____ to _____ Initial: _____	<input type="checkbox"/> Check Reports ⁹ <input type="checkbox"/> Change Tapes <input type="checkbox"/> Burn CD's - Date _____ to _____ Initial: _____	<input type="checkbox"/> Check Reports ¹⁰ <input type="checkbox"/> Change Tapes <input type="checkbox"/> Burn CD's - Date _____ to _____ Initial: _____	<input type="checkbox"/> Check Reports ¹¹ <input type="checkbox"/> Change Tapes <input type="checkbox"/> Burn CD's - Date _____ to _____ Initial: _____	<input type="checkbox"/> Check Reports ¹² <input type="checkbox"/> Clean Tape Drives <input type="checkbox"/> Burn CD's - Date _____ to _____ <input type="checkbox"/> Change Tapes <input type="checkbox"/> Check Drive Lights Initial: _____
4	<input type="checkbox"/> Check Reports ¹⁵ <input type="checkbox"/> Change Tapes <input type="checkbox"/> Burn CD's - Date _____ to _____ Initial: _____	<input type="checkbox"/> Check Reports ¹⁶ <input type="checkbox"/> Change Tapes <input type="checkbox"/> Burn CD's - Date _____ to _____ Initial: _____	<input type="checkbox"/> Check Reports ¹⁷ <input type="checkbox"/> Change Tapes <input type="checkbox"/> Burn CD's - Date _____ to _____ Initial: _____	<input type="checkbox"/> Check Reports ¹⁸ <input type="checkbox"/> Change Tapes <input type="checkbox"/> Burn CD's - Date _____ to _____ Initial: _____	<input type="checkbox"/> Check Reports ¹⁹ <input type="checkbox"/> Clean Tape Drives <input type="checkbox"/> Burn CD's - Date _____ to _____ <input type="checkbox"/> Change Tapes <input type="checkbox"/> Check Drive Lights Initial: _____
1	<input type="checkbox"/> Check Reports ²² <input type="checkbox"/> Change Tapes <input type="checkbox"/> Burn CD's - Date _____ to _____ Initial: _____	<input type="checkbox"/> Check Reports ²³ <input type="checkbox"/> Change Tapes <input type="checkbox"/> Burn CD's - Date _____ to _____ Initial: _____	<input type="checkbox"/> Check Reports ²⁴ <input type="checkbox"/> Change Tapes <input type="checkbox"/> Burn CD's - Date _____ to _____ Initial: _____	<input type="checkbox"/> Check Reports ²⁵ <input type="checkbox"/> Change Tapes <input type="checkbox"/> Burn CD's - Date _____ to _____ Initial: _____	<input type="checkbox"/> Check Reports ²⁶ <input type="checkbox"/> Clean Tape Drives <input type="checkbox"/> Burn CD's - Date _____ to _____ <input type="checkbox"/> Change Tapes <input type="checkbox"/> Check Drive Lights Initial: _____
2	<input type="checkbox"/> Check Reports ²⁹ <input type="checkbox"/> Change Tapes <input type="checkbox"/> Burn CD's - Date _____ to _____ Initial: _____	<input type="checkbox"/> Check Reports ³⁰ <input type="checkbox"/> Change Tapes <input type="checkbox"/> Burn CD's - Date _____ to _____ <input type="checkbox"/> Monthly Tape Initial: _____			

DECEMBER 2010

Set	Monday	Tuesday	Wednesday	Thursday	Friday
2			<input type="checkbox"/> Check Reports ¹ <input type="checkbox"/> Change Tapes <input type="checkbox"/> Burn CD's - Date _____ to _____ Initial: _____	<input type="checkbox"/> Check Reports ² <input type="checkbox"/> Change Tapes <input type="checkbox"/> Burn CD's - Date _____ to _____ Initial: _____	<input type="checkbox"/> Check Reports ³ <input type="checkbox"/> Clean Tape Drives <input type="checkbox"/> Burn CD's - Date _____ to _____ <input type="checkbox"/> Change Tapes <input type="checkbox"/> Check Drive Lights Initial: _____
3	<input type="checkbox"/> Check Reports ⁶ <input type="checkbox"/> Change Tapes <input type="checkbox"/> Burn CD's - Date _____ to _____ Initial: _____	<input type="checkbox"/> Check Reports ⁷ <input type="checkbox"/> Change Tapes <input type="checkbox"/> Burn CD's - Date _____ to _____ Initial: _____	<input type="checkbox"/> Check Reports ⁸ <input type="checkbox"/> Change Tapes <input type="checkbox"/> Burn CD's - Date _____ to _____ Initial: _____	<input type="checkbox"/> Check Reports ⁹ <input type="checkbox"/> Change Tapes <input type="checkbox"/> Burn CD's - Date _____ to _____ Initial: _____	<input type="checkbox"/> Check Reports ¹⁰ <input type="checkbox"/> Clean Tape Drives <input type="checkbox"/> Burn CD's - Date _____ to _____ <input type="checkbox"/> Change Tapes <input type="checkbox"/> Check Drive Lights Initial: _____
4	<input type="checkbox"/> Check Reports ¹³ <input type="checkbox"/> Change Tapes <input type="checkbox"/> Burn CD's - Date _____ to _____ Initial: _____	<input type="checkbox"/> Check Reports ¹⁴ <input type="checkbox"/> Change Tapes <input type="checkbox"/> Burn CD's - Date _____ to _____ Initial: _____	<input type="checkbox"/> Check Reports ¹⁵ <input type="checkbox"/> Change Tapes <input type="checkbox"/> Burn CD's - Date _____ to _____ Initial: _____	<input type="checkbox"/> Check Reports ¹⁶ <input type="checkbox"/> Change Tapes <input type="checkbox"/> Burn CD's - Date _____ to _____ Initial: _____	<input type="checkbox"/> Check Reports ¹⁷ <input type="checkbox"/> Clean Tape Drives <input type="checkbox"/> Burn CD's - Date _____ to _____ <input type="checkbox"/> Change Tapes <input type="checkbox"/> Check Drive Lights Initial: _____
1	<input type="checkbox"/> Check Reports ²⁰ <input type="checkbox"/> Change Tapes <input type="checkbox"/> Burn CD's - Date _____ to _____ Initial: _____	<input type="checkbox"/> Check Reports ²¹ <input type="checkbox"/> Change Tapes <input type="checkbox"/> Burn CD's - Date _____ to _____ Initial: _____	<input type="checkbox"/> Check Reports ²² <input type="checkbox"/> Change Tapes <input type="checkbox"/> Burn CD's - Date _____ to _____ Initial: _____	<input type="checkbox"/> Check Reports ²³ <input type="checkbox"/> Change Tapes <input type="checkbox"/> Burn CD's - Date _____ to _____ Initial: _____	<input type="checkbox"/> Check Reports ²⁴ <input type="checkbox"/> Clean Tape Drives <input type="checkbox"/> Burn CD's - Date _____ to _____ <input type="checkbox"/> Change Tapes <input type="checkbox"/> Check Drive Lights Initial: _____
2	<input type="checkbox"/> Check Reports ²⁷ <input type="checkbox"/> Change Tapes <input type="checkbox"/> Burn CD's - Date _____ to _____ Initial: _____	<input type="checkbox"/> Check Reports ²⁸ <input type="checkbox"/> Change Tapes <input type="checkbox"/> Burn CD's - Date _____ to _____ Initial: _____	<input type="checkbox"/> Check Reports ²⁹ <input type="checkbox"/> Change Tapes <input type="checkbox"/> Burn CD's - Date _____ to _____ Initial: _____	<input type="checkbox"/> Check Reports ³⁰ <input type="checkbox"/> Change Tapes <input type="checkbox"/> Burn CD's - Date _____ to _____ Initial: _____	<input type="checkbox"/> Check Reports ³¹ <input type="checkbox"/> Change Tapes <input type="checkbox"/> Burn CD's - Date _____ to _____ <input type="checkbox"/> Monthly Tape <input type="checkbox"/> Check Drive Lights Initial: _____

CSI's Tape Backup Procedures

(Minimum Recommendations)

Materials:

- 1 Cleaning tape (replace every year).
- 32 Backup Tapes: 12 for monthly backups and 20 for daily backups (replace every 2 years).
- Add 8 more tapes if you need to backup 7 days a week instead of 5.
- Use only approved tape media recommended by tape drive manufacturer.

Labeling

Label 12 monthly backup tapes as follows:

January, February, March, April, May, June, July, August, September, October, November, December.

Label 20 remaining tapes as follows:

(Set 1 Monday), (Set 1 Tuesday), (Set 1 Wednesday), (Set 1 Thursday) and (Set 1 Friday)

(Set 2 Monday), (Set 2 Tuesday), (Set 2 Wednesday), (Set 2 Thursday) and (Set 2 Friday)

(Set 3 Monday), (Set 3 Tuesday), (Set 3 Wednesday), (Set 3 Thursday), and (Set 3 Friday)

(Set 4 Monday), (Set 4 Tuesday), (Set 4 Wednesday), (Set 4 Thursday) and (Set 4 Friday)

Backup Procedure

Rotate tapes daily by following the attached backup schedule, which is organized by Set 1-4. Continue to rotate **daily tapes** and **weekly sets** of tapes until the last backup day of the month. On the last backup day of the month insert the monthly tape corresponding to that month instead of the normal daily backup tape.

Tape Drive Cleaning

Clean tape drive once per week. Insert cleaning tape and allow it to automatically clean tape drive directions, and eject. Mark cleaning tape label each time tape is used. After 50 uses, replace cleaning tape per manufacturers recommendations

Tape Backup Verification

Each day check the backup report printout or console log to verify that the previous nights backup completed and verified successfully.

Tape and CD Storage and Handling

- Store monthly archived tapes off site in a secure and environmentally safe place.
- Store weekly backup tapes off site, separate from archive tapes, in a secure and environmentally safe place,
- Take previous night's daily backup tapes offsite every evening.
- Keep tapes away from heat, extreme cold, moisture, magnets, motors, dirt, direct sunlight, and any other objects or areas that may erase or damage the tape media.

Problems or Questions

CSI is committed to helping you maintain a reliable and secure Disaster Recovery System. We are here to help you, but we cannot do it for you. You are responsible for your backup system. Please contact us with any questions or concerns you may have. If you have problems with a backup, please contact us immediately.