Backup and restore plan

The goal is simple: if the main system disappears today, how long until the business is working again, and what would be lost?

System / data set

Owner

Backup tool

How often

Retention

COPIES

COPY	WHERE IT LIVES	OFFLINE / IMMUTABLE?	WHO CAN DELETE IT	CHECKED

MINIMUM STANDARD

- [ ] At least three copies of important data, on two different media
- [ ] One copy offline or immutable
- [ ] Backup account protected with MFA and separate from normal admin
- [ ] Restore tested in the last six months
- [ ] Restore time recorded, not guessed
- [ ] Paper copy of recovery keys stored securely offline

RESTORE TEST LOG

DATE	WHAT WAS RESTORED	TIME TAKEN	WORKED?	FIXED AFTERWARDS

DATE	WHAT WAS RESTORED	TIME TAKEN	WORKED?	FIXED AFTERWARDS

REVIEWED BY

Name

Date

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Printing tips

Use A4 portrait, 100% scale, and turn off headers and footers for the cleanest result. Keep a printed copy somewhere you can reach without email or the shared drive.