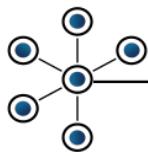
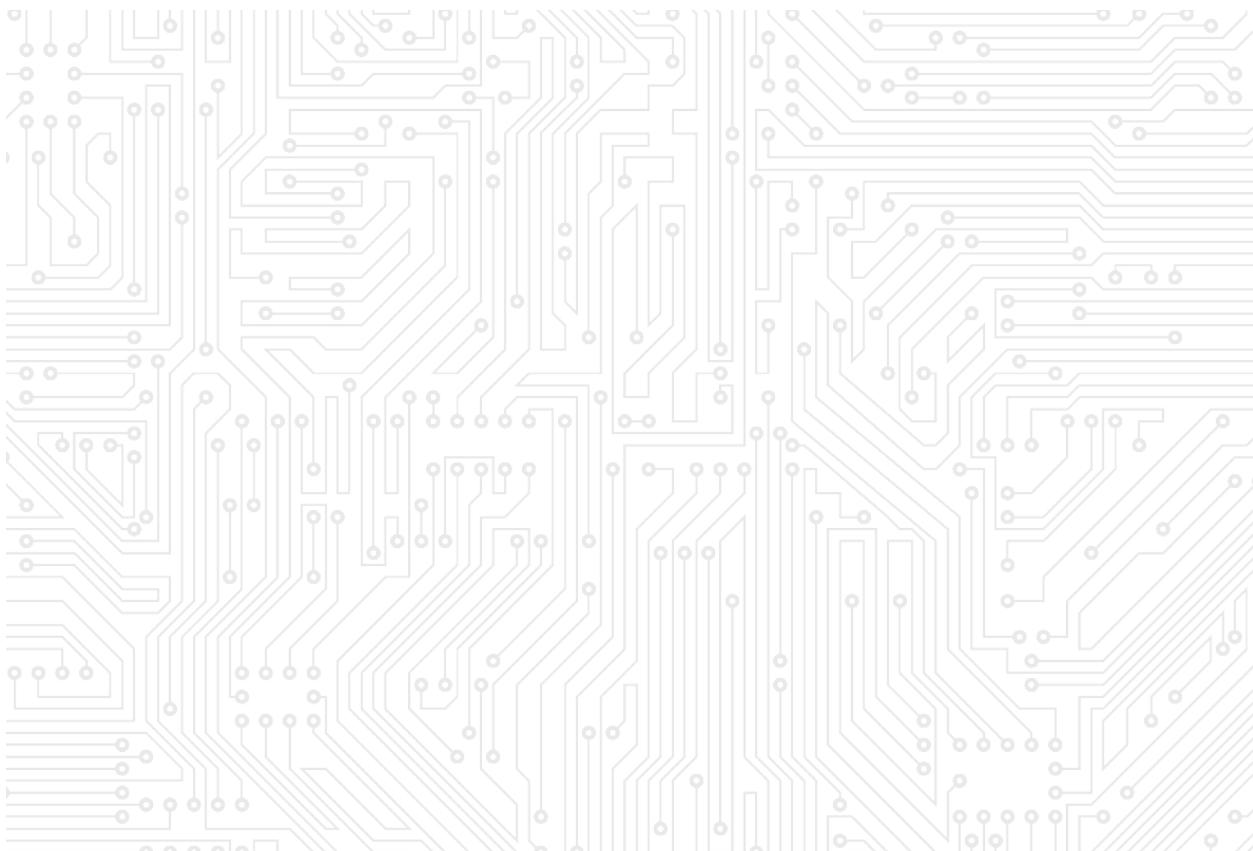




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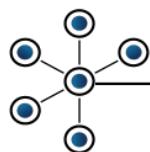
BACKUP & DR ASSESSMENT CHECKLIST

Background: The purpose of these questions is to determine the overall health of an organization's backup & DR strategy. It allows us to see what gaps may exist and will aid in providing the appropriate remediation recommendations.



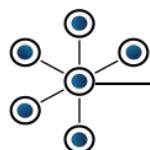


Question:				
Name of backup software				
Frequency of backups				
Backup media (circle all that apply)	On-site	Off-Site appliance	Tape	Other:
I am satisfied with my long-term disability insurance.	On-site	Off-Site	Cloud	
What type of data (Active Directory, SQL, Exchange, Oracle, file system, bare-metal) is backed up?				
Does a written backup policy exist?				
What is your RPO (amount of time between data protection events; what point in time do I have available to restore to? An hour ago? A day ago? A week ago?)				



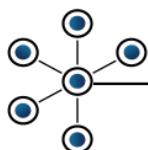


What is your RTO (amount of time it takes to recover from a data loss event and return to service)?						
If you have a SAN, do you use snapshots? (circle one)	Yes	No	N/A			
If you perform snapshots, do you also do replication?						
If you do replication, is it to a DR SAN?						
Do you also have off-SAN backups?						
Do you have logging that alerts an administrator if a backup fails? (circle all that apply)						
Do you have logging that alerts an administrator if a backup fails? (circle all that apply)	None	Email notification	Web-based alert	Text Message	Syslog	Other:





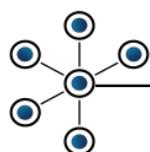
Do you regularly test your backups? (circle all that apply)	Yes	No	
Do you have a disaster recovery (DR) site? If yes, please explain			
Do you have a DR plan, a business continuity plan, or any other plan or procedure for what to do if your data becomes unavailable? Please explain.			
What is the impact to your business if you lose data for an hour, a day, or permanently?			
How are you taking backups (full, differential, incremental, or a combination of these)?			
<p><i>Full: A full backup backs up all the files on a partition, volume, or disk.</i></p> <p><i>Differential: A differential backup backs up only the files that changed since the last full back. Incremental: Incremental backups also back up only the changed data, but they only back up the data that has changed since the last backup — whether it is a full or incremental backup.</i></p>			
Do you have corporate- or legally-mandated retention policies?	If yes, what are the terms?		Are you in compliance?





What is the total size of all of your backups?	
Do you have adequate space to store backups 90+ days into the future?	
Do you have written documentation for backup and recovery administration including: changing data sets, changing the backup type/schedule, logging into the backup system, installing backup software/agents, recovering whole volumes/disks, recovering granular items (files, mailboxes, individual emails, etc.)? Please explain.	
Are your backups secure? Security includes physical site security, encryption, and virtual separation if cloud-based.	
Are your backups compressed or deduplicated?	
What systems are being backed up? Please provide as much detail as possible. Attach an additional sheet if necessary.	

System Name	Application or function	Amount of data being backed up	Business importance
<i>Example: Microsoft Exchange</i>	Email	2 TB	Critical





Critical - Organization cannot continue without this data.

Important - Organization would survive but would struggle without this data.

Convenient - Organization doesn't absolutely need this data, but it is nice to have.

Irrelevant - This data is non-essential and its loss would be acceptable.

Many people forget to back up things such as router and switch configurations. Are you backing these up? (circle one)	Yes	No	If yes, how?:
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Last Modified: 4/7/2020

