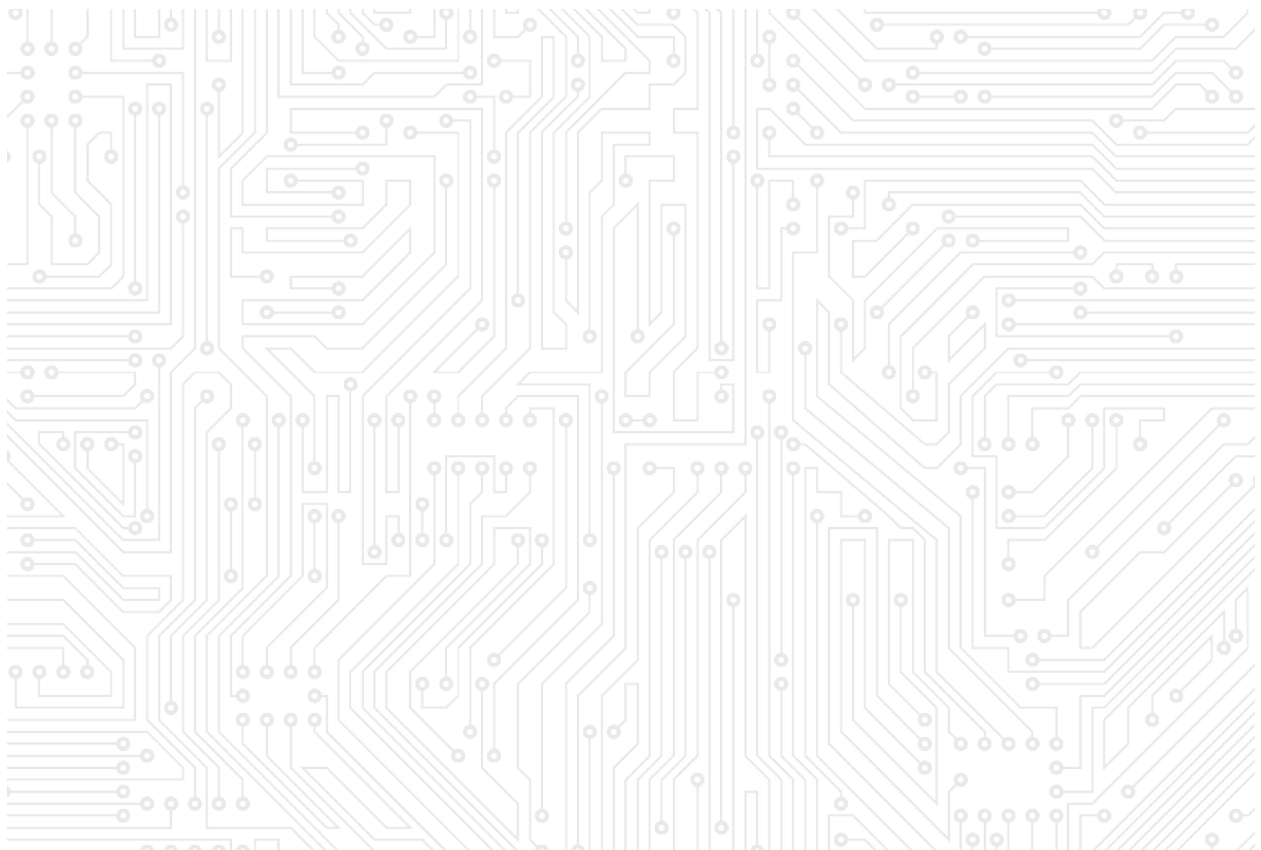




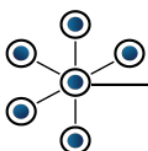
## TAG SOLUTIONS, LLC

### 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.



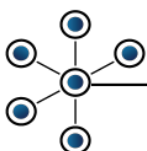
Question:				
<b>Name of backup software</b>				
<b>Frequency of backups</b>				
<b>Backup media</b> (circle all that apply)	On-site	Off-Site appliance	Tape	Other:
<b>I am satisfied with my long-term disability insurance.</b>	On-site	Off-Site	Cloud	
<b>What type of data (Active Directory, SQL, Exchange, Oracle, file system, bare-metal) is backed up?</b>				
<b>Does a written backup policy exist?</b>				
<b>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?)</b>				



<b>What is your RTO (amount of time it takes to recover from a data loss event and return to service)?</b>						
<b>If you have a SAN, do you use snapshots? (circle one)</b>	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?						
<b>Do you have logging that alerts an administrator if a backup fails? (circle all that apply)</b>						
<b>Do you have logging that alerts an administrator if a backup fails? (circle all that apply)</b>	None	Email notification	Web-based alert	Text Message	Syslog	Other:

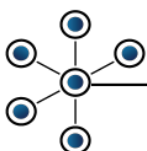


<b>Do you regularly test your backups?</b> (circle all that apply)	Yes	No	
<b>Do you have a disaster recovery (DR) site?</b> If yes, please explain			
<b>Do you have a DR plan, a business continuity plan, or any other plan or procedure for what to do if your data becomes unavailable?</b> Please explain.			
<b>What is the impact to your business if you lose data for an hour, a day, or permanently?</b>			
<b>How are you taking backups</b> (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>			
<b>Do you have corporate- or legally-mandated retention policies?</b>	If yes, what are the terms?	Are you in compliance?	



<p><b>What is the total size of all of your backups?</b></p>	
<p><b>Do you have adequate space to store backups 90+ days into the future?</b></p>	
<p><b>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.</b></p>	
<p><b>Are your backups secure? Security includes physical site security, encryption, and virtual separation if cloud-based.</b></p>	
<p><b>Are your backups compressed or deduplicated?</b></p>	
<p><b>What systems are being backed up? Please provide as much detail as possible. Attach an additional sheet if necessary.</b></p>	

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




*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.

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

