FLUXLABS

CHECKLIST · BACKUPS

Can you restore your backups?

A backup only counts if you can bring it back. Answer these honestly, and fix any "no".

What's backed up

- [ ] Servers and shared files
- [ ] Each person's computer (or their files are kept on the shared drive or cloud)
- [ ] Email, calendars and cloud files, which most cloud services do not back up for you
- [ ] Business apps and their data: accounting, practice management, records
- [ ] Settings for the firewall, phones and other equipment

Where copies live

- [ ] At least **three copies**: the original plus two backups
- [ ] On **two different kinds** of storage
- [ ] **One copy outside the building**, far enough away for a hurricane
- [ ] One copy that can't be changed or deleted, even by an admin, so attackers can't erase it

Proof it works

- [ ] Someone checks every day that backups ran, and acts on failures
- [ ] A file was restored in the last 3 months
- [ ] A whole computer or server was restored in the last year
- [ ] You know how long a full restore takes, and that's acceptable
- [ ] You know how much work you'd lose (how old the newest backup is)

Last file restore tested _____ Last full restore tested _____