



How secure is your critical data?

Use this checklist to help you quickly determine your backup quotient.

Score a perfect 50 and you can sleep well tonight. Your critical business data is safe.

Score less and perhaps it is time to seriously review your backup solution.

Backup Quotient Criteria	Score Key	Score
1. Is your data backed up on a regular basis?	Daily = 10 Weekly = 5 Monthly = 2 Less = 0	
2. Are backups automated ? Automation allows you to set the backup process once and let it run on schedule without your intervention.	Y=5 N=0	
3. Is the backup media (CD, flash drive) encrypted ? Encryption protects against theft of your data, protecting you from lawsuits, upset clients and other bad things.	Y= 10 N = 0	
4. Is the backup copy stored off-site ? Off-site storage protects against loss due to fire, flood, theft or employee sabotage.	Y= 5 N= 0	
5. Is the backup copy stored in a location that is accessible ? The data is stored in a geographically remote location with access via Internet for immediate access.	Y= 5 N=0	
6. Do you perform periodic tests to recover your data ? People follow disciplined backup procedures only to find out, too late, that either they have backed up the wrong data or that the backup method was flawed (tapes or CDs have decayed, or backup system is corrupted).	Y=5 N=0	
7. How often do you conduct a periodic review of the data included in the backup? Over time the type of files you backup may change as you use new programs and folders. You may also be backing up data that is no longer valuable.	2 mo. = 10 6 mo. = 5 No regular process = 0	
Your Backup Quotient		

"It's not about backing up your data; it's about getting your data back!"

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