

Recommended Backup Routine

While any backup is better than no backup, it is best to implement a regular routine to guarantee your backup is as current as the data on your computer in case of a catastrophe. However, many times data loss is not the result of any catastrophe (hard drive failure, for example). Sometimes files are accidentally deleted and the deletion is not detected for several days or weeks, in which case the file may be permanently unavailable (depending upon your backup routine).

With today's technologies there are many different ways and many different types of media (tape, external hard drive, CD-R, floppy, digital, super/zip, ect.) for you to make your backups. You may choose to backup to tape (remember that tapes are prone to magnetic interference and wear out in a year or so). No matter what media you choose, here are some suggestions for developing your backup routine.
Perform an initial, full backup of the data.

If you want to be able to restore data up to one week old, have five tapes, CDs, super/zip disks, ect. available. Label one for each day of the work week.

If you want to backup a month's worth of data have nine sets of media. Label the first four Monday, Tuesday, Wednesday and Thursday. Label the next five Friday 1, Friday 2, Friday 3, Friday 4, and Friday 5 (for those months that have five Fridays).

If you require a full year's worth of data in your backup arsenal, use twenty-one sets of media. You'll have four dailies, five weeklies, plus twelve monthlies.