

Restore-Test Schedule

Test date	What was restored	From source	Time taken	Result

Retention Policy

Daily backups kept for: ____ days

Weekly backups kept for: ____ weeks

Monthly backups kept for: ____ months

Annual archives kept for: ____ years

Disaster Recovery Note

If the primary site is destroyed (fire, flood, theft), the recovery procedure is:

- 1 _____
- 2 _____
- 3 _____
- 4 _____

Sign-Off

Reviewed by: _____ · Date: _____ · Next review: _____

DID YOU KNOW?

1 In 4 Americans Reuses A Password Across 5+ Sites.

If yours is one of them, a single breach exposes your whole life. The fix is the password manager you've been putting off — Day 9 of our 30-Day Sprint walks you through it.

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