

# CSI's Tape Backup Procedures

(For installations without imaging)  
(Minimum Recommendations)

## Materials:

1 Cleaning tape (replace every year).

32 Backup Tapes: 12 for monthly backups and 20 for daily backups (replace every 2 years).

Add 8 more tapes if you need to backup 7 days a week instead of 5.

Use only approved tape media recommended by tape drive manufacturer.

## Labeling

### Label 12 monthly backup tapes as follows:

January, February, March, April, May, June, July, August, September, October, November and December.

### Label 20 remaining tapes as follows:

(Set 1 Monday), (Set 1 Tuesday), (Set 1 Wednesday), (Set 1 Thursday) and (Set 1 Friday)

(Set 2 Monday), (Set 2 Tuesday), (Set 2 Wednesday), (Set 2 Thursday) and (Set 2 Friday)

(Set 3 Monday), (Set 3 Tuesday), (Set 3 Wednesday), (Set 3 Thursday), and (Set 3 Friday)

(Set 4 Monday), (Set 4 Tuesday), (Set 4 Wednesday), (Set 4 Thursday) and (Set 4 Friday)

## Backup Procedure

Rotate tapes daily by following the attached backup schedule, which is organized by Set 1-4. Continue to rotate **daily tapes** and **weekly sets** of tapes until the last backup day of the month. On the last backup day of the month insert the monthly tape corresponding to that month instead of the normal daily backup tape.

## Tape Drive Cleaning

Clean tape drive once per week. Insert cleaning tape and allow it to automatically clean tape drive and eject.

Mark cleaning tape label each time tape is used. After 50 uses, per manufacturers directions, replace cleaning tape.

## Tape Backup Verification

Each day check the backup report printout or console log to verify that the previous nights backup completed and verified successfully.

## Tape Storage and Handling

Store monthly archived tapes off site in a secure and environmentally safe place.

Store weekly backup tapes off site, separate from archive tapes, in a secure and environmentally safe place,

Take previous night's daily backup tapes offsite every evening.

Keep tapes away from heat, extreme cold, moisture, magnets, motors, dirt, direct sunlight, and any other objects or areas that may erase or damage the tape media.

## Problems or Questions

CSI is committed to helping you maintain a reliable and secure Disaster Recovery System. We are here to help you, but we cannot do it for you. You are responsible for your backup system. Please contact us with any questions or concerns you may have. If you have problems with a backup, please contact us immediately.