

## Firm Backup Details

### Year:

Firm Name:

Person Responsible for Backup:

Initial Size of Firm's Data:

Date:

END OF FIRST QUARTER

Size of Data:

Date:

END OF SECOND QUARTER

Size of Data:

Date:

END OF THIRD QUARTER

Size of Data:

Date:

END OF FORTH QUARTER

Size of Data:

Date:

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## Firm Backup Information

### Types of Backups

- USB Hard Drive / Tape Drive
- Online Backup

### USB Hard Drive / Tape

Manufacture:

Size:

Cycle:     SU   MO   TU   WE   TH   FR   SA

Files/Folders:

### Online Backup

Company:

Size:

Cycle:     SU   MO   TU   WE   TH   FR   SA

Type:     Full                   Incremental

Files/Folders:

## WEEKLY BACKUP LOG

Date:

USB Hard Drives / Tape Backup

Verify Actual Backups

- Date of Last Backup:
- Size of Last Backup:

View Last Backup Log File

- # of Skipped Files:
- # of Errors:

Online Backup

Verify Actual Backups

- Date of Last Backup:
- Size of Last Backup:

View Backup Log File – Initial and Date:

- # of Skipped Files:
- # of Errors: