

# **Data Inventory Worksheet**

Organizati	on name:
Date of rev	view:
I.T. Specia	alist:
Inventory of	data that needs protection
Entire System	Your entire server(s)  Complete with Windows Operating System, all software installed, all customizations (Active Directory, etc)
Non-	No inconvenience caused if lost
important data	Data can be downloaded again, is not important or can be reconstructed easily.
Important	Mild inconvenience caused if lost
data	Proprietary information no longer in use or no longer required on day to day basis.
Critical data	Business suffers loss and cannot meet compliance, but can still function
Ultra critical data	Business cannot function and faces imminent ruin



## **Customized Backup Plan**

Primary backup				
Method	☐ Drive image ☐ File based system backup	☐ Virtual machine backup☐ Not required (rebuild server)		
Destination	□ Removable disk □ Local disk	☐ Tape drive ☐ NAS		
Frequency	☐ Daily (recommended)	□ Weekly		
History	Backup scheme:			
Secondary backup – files				
Method	☐ File replication	□ File based backup		
Destination	□ Removable disk □ Local disk	□ Tape drive □ NAS		
Frequency	☐ Daily (recommended)	□ Weekly		
History	Backup scheme:			
Data	Data backed up:			
Secondary backup – Applications				
Secondary	backup – Applications			
Secondary Method	backup – Applications  □ Exchange information store □ Exchange mailboxes	□ SQL databases □ Other:		
	☐ Exchange information store			
Method	<ul><li>□ Exchange information store</li><li>□ Exchange mailboxes</li><li>□ Removable disk</li></ul>	☐ Other: ☐ Tape drive		
Method Destination	<ul><li>□ Exchange information store</li><li>□ Exchange mailboxes</li><li>□ Removable disk</li><li>□ Local disk</li></ul>	☐ Other: ☐ Tape drive ☐ NAS ☐ Weekly		
Method  Destination  Frequency	<ul> <li>□ Exchange information store</li> <li>□ Exchange mailboxes</li> <li>□ Removable disk</li> <li>□ Local disk</li> <li>□ Daily (recommended)</li> <li>Backup scheme:</li> </ul>	☐ Other: ☐ Tape drive ☐ NAS ☐ Weekly		
Method  Destination  Frequency  History	<ul> <li>□ Exchange information store</li> <li>□ Exchange mailboxes</li> <li>□ Removable disk</li> <li>□ Local disk</li> <li>□ Daily (recommended)</li> <li>Backup scheme:</li> </ul>	☐ Other: ☐ Tape drive ☐ NAS ☐ Weekly		
Method  Destination  Frequency  History  Tertiary back	□ Exchange information store □ Exchange mailboxes □ Removable disk □ Local disk □ Daily (recommended) Backup scheme:	☐ Other: ☐ Tape drive ☐ NAS ☐ Weekly		
Method  Destination  Frequency  History  Tertiary back	□ Exchange information store □ Exchange mailboxes □ Removable disk □ Local disk □ Daily (recommended) Backup scheme: □ Internet based backup	☐ Other: ☐ Tape drive ☐ NAS ☐ Weekly		
Method  Destination  Frequency  History  Tertiary back  Method  Destination	□ Exchange information store □ Exchange mailboxes □ Removable disk □ Local disk □ Daily (recommended) Backup scheme: □ Internet based backup Location of data:	☐ Other: ☐ Tape drive ☐ NAS ☐ Weekly ☐ Weekly		



## Data Inventory Worksheet Example

Organization name: Sample Company

Date of review: Today's Date

I.T. Specialist: Sample Company

#### Inventory of data that needs protection

#### Entire System

#### Your entire server(s)

Complete with Windows Operating System, all software installed, all customizations (Active Directory, etc)

- Small Business Server
- Terminal Server

#### Nonimportant data

#### No inconvenience caused if lost

Data can be downloaded again, is not important or can be reconstructed easily.

- · Temporary directories
- Backups of Windows CDs
- Pictures of the Christmas office party

#### Important data

#### Mild inconvenience caused if lost

Proprietary information no longer in use or no longer required on day to day basis.

- Historical records of closed accounts
- · Old versions of data no longer in use, like procedure manuals

#### **Critical data**

#### Business suffers loss and cannot meet compliance, but can still function

- Current emails
- · Outlook tasks, meetings, scheduling
- Employee contracts
- Procedures manuals
- Sales contracts

### Ultra critical data

#### Business cannot function and faces imminent ruin

- · Accounting eg. Quickbooks files
- Customer lists
- Software licenses
- Key intellectual property designs, diagrams, source code



## Customized Backup Plan Example

Primary backup				
Method	☑ Drive image □ File based system backup	☐ Virtual machine backup☐ Not required (rebuild server)		
Destination	☑ Removable disk □ Local disk	☐ Tape drive ☐ NAS		
Frequency	☑ Daily (recommended)	□ Weekly		
History	Backup scheme: 2 daily, 2 weekly, 1 monthly drive			
Secondary backup – files				
Method	☑ File replication	□ File based backup		
Destination	□ Removable disk □ Local disk	□ Tape drive ☑ NAS		
Frequency	☑ Daily (recommended)	□ Weekly		
History	Backup scheme: Keep most recent backups (enough room for >90 days)			
Data	Data backed up: Important, Critical and Ultra Critical data			
	, , , , , , , , , , , , , , , , , , , ,			
	backup – Applications			
	,	☑ SQL databases □ Other:		
Secondary	backup – Applications ☑ Exchange information store	☑ SQL databases		
Secondary Method	backup – Applications  ☑ Exchange information store ☑ Exchange mailboxes ☑ Removable disk	☑ SQL databases ☐ Other: ☐ Tape drive		
Secondary Method  Destination	backup – Applications  ☑ Exchange information store ☑ Exchange mailboxes ☑ Removable disk ☑ Local disk ☑ Daily (recommended)	☑ SQL databases ☐ Other: ☐ Tape drive ☐ NAS		
Method  Destination  Frequency	backup — Applications  ☑ Exchange information store ☑ Exchange mailboxes ☑ Removable disk ☑ Local disk ☑ Daily (recommended)  Backup scheme: Daily backups to local disk	☑ SQL databases ☐ Other: ☐ Tape drive ☐ NAS ☐ Weekly		
Method  Destination  Frequency  History	backup — Applications  ☑ Exchange information store ☑ Exchange mailboxes ☑ Removable disk ☑ Local disk ☑ Daily (recommended)  Backup scheme: Daily backups to local disk	☑ SQL databases ☐ Other: ☐ Tape drive ☐ NAS ☐ Weekly		
Method  Destination  Frequency  History	backup – Applications  ☑ Exchange information store ☑ Exchange mailboxes ☑ Removable disk ☑ Local disk ☑ Daily (recommended)  Backup scheme: Daily backups to local disk	☑ SQL databases ☐ Other: ☐ Tape drive ☐ NAS ☐ Weekly sk, then imaged with primary backup		
Method  Destination  Frequency  History  Tertiary back	backup — Applications  ☑ Exchange information store ☑ Exchange mailboxes ☑ Removable disk ☑ Local disk ☑ Daily (recommended)  Backup scheme: Daily backups to local disectory  Ekup ☑ Internet based backup	☑ SQL databases ☐ Other: ☐ Tape drive ☐ NAS ☐ Weekly sk, then imaged with primary backup		
Method  Destination  Frequency  History  Tertiary back  Method  Destination	backup — Applications  ☑ Exchange information store ☑ Exchange mailboxes ☑ Removable disk ☑ Local disk ☑ Daily (recommended)  Backup scheme: Daily backups to local disectory ☑ Internet based backup  Location of data: I.T. support company's data ☑ Daily (recommended)	☑ SQL databases ☐ Other: ☐ Tape drive ☐ NAS ☐ Weekly sk, then imaged with primary backup		