

TO: Everyone
FROM: Craig Blanzky, Aperion Information Technologies, Inc.
SUBJECT: Backup Rotation Schedule
DATE: 01/01/2010

Enclosed is a new and enhanced Backup Rotation Schedule. This schedule is designed to rotate tapes in and out of the backup program for up to one year. By using 2 Friday tapes, 2 Monthly tapes, and 4 Quarterly tapes, along with the Monday through Thursday tapes, we can go back anywhere from 1 day to 1 year to restore files that may have been corrupt or accidentally deleted.

Tape Backup Guidelines

1. Make sure you check the log to know if you need to put in one of the special tapes, i.e. Quarterly, Monthly, or Friday. These tapes are marked Friday 1, Friday 2, Monthly 1, Monthly 2, and Quarterly 1-4. Otherwise put in the tape that corresponds to that day of the week.
2. On the first Wednesday of each new quarter the appropriate Quarterly tape will replace the Wednesday tape for the backup that day.
3. On the last Wednesday of every month the appropriate Monthly tape will replace the Wednesday tape for the backup that day.
4. Be sure to check the log files or results of your backup and note the size and duration of the backup on the corresponding day in the logbook.
5. Initial the log indicating that you have changed the tapes for that day.
6. Quarterly, Monthly, and Friday tapes should be kept off site until they are needed in the backup schedule again.
7. It's suggested that Quarterly tapes be used only once and replaced every year for archiving purposes. These Quarterly tapes take the place of an annual backup.
8. All other tapes should be replaced yearly to ensure that the media is free of defects.

Backups are the responsibility of the customer. Aperion recommends using professional backup software like Backup Edge for UNIX or Backup Exec for Windows NT. If you wish to have an Aperion employee periodically check your backup logs or to read your backup tapes please call (248) 969-9791 to set up an appointment. By following this rotation scheme and taking the necessary backups off site, it better the chances of having everything needed to perform a restore should something go wrong with your system. This backup system requires a total of 12 tapes to start. It is suggested that the 4 Quarterly tapes be used only once and kept offsite for archival purposes.

Monday	Tuesday	Wednesday	Thursday	Friday	Monthly	Quarterly	Total
1	1	1	1	2	2	4	12

December 2009						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
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27	28	29	30	31		

February 2010						
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January 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					Friday 1 1	2
3	4	5	6 Quarterly 1	7	Friday 2 8	9
10	11	12	13	14	Friday 1 15	16
17	18	19	20	21	Friday 2 22	23
24	25	26	27 Monthly 1	28	Friday 1 29	30
31						

January 2010						
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February 2010

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February 2010						
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