

## Your Small Business Needs a Plan

As a small business owner, your company is dependent upon data. You should take the time to consider your business's needs and create a strategic data storage and restoration plan that will protect your business's critical data.

Some people think that data backups and archives are interchangeable. They think that as long as they have frequent backups, they don't need to worry about archiving. Others assume that archiving means keeping a copy of backups locked away in a safe deposit box.

### Backups

- Backups are intended to quickly restore lost or damaged data that the business needs to operate.
- Backups should be done frequently so that minimal data is lost and system restoration is quick.
- Backups are made with hardware and software that can be customized to meet the individual needs of businesses.
- Sometimes weekly backups are enough. Businesses such as small real estate offices, janitorial and landscaping companies, which don't often generate a lot of frequently changing, data could use this backup schedule.
- Businesses that have frequently changing data should have hourly backups. Companies that deal with financial data such as banks and brokers would benefit from hourly backups.



- Businesses such as medical facilities, legal firms, and engineering companies which fall in between the two ends of the backup schedules would be perfect candidates for daily backups.

## **Archives**

- Archived data is not used to restore data after a server failure.
- Archives are suitable for long-term storage of items such as legal case work, architectural drawings, and client lists.
- Archives are not time capsules to be stored indefinitely.
- Your company should create a policy addressing how long it will keep archived copies of data. Policy should consider the cost of physical storage, legal requirements and guidelines around the type of data being stored, the feasibility of keeping compatible hardware readers for the media, and the life expectancy of the media the data is stored on.

Every small business should have a strategic data storage and restoration plan that will protect critical business data. Your plan should address the need for immediate system restoration as well as long-term data storage. To learn more about how data backups and archives will help your business, contact All Covered.

Contact All Covered Toll-Free Nationwide at (866) 446-1133 or at [www.allcovered.com](http://www.allcovered.com)

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