



## Backup and Recovery Checklist

- Policies are in place prescribing backup and recovery procedures.
- All staff members understand the recovery plan and their duties during recovery.
- System restore procedures are known to at least one trusted party outside the practice.
- A copy of the recovery plan is safely stored off-site.
- Files identified as critical are documented and listed in the backup configuration.
- Backup schedule is timely and regular.
- Every backup run is tested for its ability to restore the data accurately.
- Backup media are physically secured.
- Backup media stored off-site are encrypted.
- Backup media are made unreadable before disposal.
- Multiple backups are retained as a failsafe.