# Backup Strategy Document

**Purpose:** This document outlines the backup strategy for maintaining data integrity, ensuring availability, and planning recovery procedures in case of system failure or data loss.

## 1. Overview

**System Name:** {systemName}

**Prepared By:** {preparedBy}

**Date:** {date}

## 2. Backup Objectives

* **Recovery Point Objective (RPO):** {rpo}
* **Recovery Time Objective (RTO):** {rto}
* **Data Retention Policy:** {dataRetentionPolicy}

## 3. Backup Schedule

{#backupSchedule}

|  |  |  |  |
| --- | --- | --- | --- |
| **Type** | **Frequency** | **Time** | **Data Scope** |
| {type} | {frequency} | {time} | {dataScope} |

{/backupSchedule}

## 4. Storage & Media

**Primary Backup Location:** {primaryStorage}

**Offsite Backup Location:** {offsiteStorage}

**Media Type:** {mediaType}

**Encryption:** {encryptionMethod}

## 5. Backup Tools & Software

{#backupTools}

* **{toolName}:** {toolDescription}

{/backupTools}

## 6. Backup Monitoring & Verification

* **Monitoring Method:** {monitoringMethod}
* **Verification Frequency:** {verificationFrequency}
* **Notification Settings:** {notifications}

## 7. Recovery Procedure

**Recovery Contact:** {recoveryContact}

**Estimated Recovery Time:** {recoveryTimeEstimate}

{#recoverySteps}

1. {step}

{/recoverySteps}

## 8. Access & Authorization

{#userAccess}

|  |  |  |
| --- | --- | --- |
| **User** | **Role** | **Access Level** |
| {#userAccess}{userName} | {role} | {accessLevel}{/userAccess} |

{/userAccess}

## 9. Audit & Review

**Audit Schedule:** {auditSchedule}

**Last Audit Date:** {lastAudit}

**Review Frequency:** {reviewFrequency}

## 10. Additional Notes

{notes}