

## DATA SAFETY CHECKLIST

What Are The Likely Sources Of Data Loss? (Check All That Apply)

- Power Surges
- System Crashes
- Power Brown-Outs
- Power Loss
- Surges Through Telephone Lines
- Surges Through Network Cables
- Computer Viruses
- Hard Disk Or Other Hardware Failure
- Potential For Fire (And Attendant Water Damage)
- Flood
- Tornado
- Earthquake

Do You Do Complete System Back-Ups On A Regular Basis?

- Yes
- No

Do You ONLY Back-Up Your Data And NOT Your Complete System?

- Yes
- No

Do You Always Store At Least One Recent Back-Up Off-Site?

- Yes
- No

Do You Always Test The Validity Of Each Back-Up?

- Yes
- No

Do You Have ALL Your Computers Running Off Smart Uninterruptible Power Supplies (UPS)?

- Yes
- No

Do You Have All Your Telephone Lines Protected With Good Quality Surge Protectors?

- Yes

No

Do You Have All Your Laser Printers Protected With Good Quality Surge Protectors?

Yes

No

Did You Pay At Least \$40 For Each Surge Protector?

Yes

No

Do You Have Anti-Virus Programs Running On ALL Your Computers?

Yes

No

How Often Do You Update Your Anti-Virus Programs With New Virus Signatures And/Or New Anti-Virus Program "Engine" On ALL Your Computers?

Daily Or More Often

Weekly

Monthly

Quarterly

Semi-Annually

Annually

Infrequently

Never

Do You Use Email?

Yes

No

Do You Receive And Open Email Attachments?

Yes

No

Have You Taken Steps To Restrict Email Attachments From Running Automatically On ALL Your Computers?

Yes

No

Is Your Business Running A Networked Computer Environment?

Yes  
 No

Is Your Computer Network Server-Based?

Yes  
 No

If You Are On A Network, Do You Store All Data On A Central Server?

Yes  
 No

Are Your Data Hard Disks Running In A Raid Configuration?

Yes  
 No  
 I Don't Know

Have You Ever Considered Storing Your Data On The Internet?

Yes  
 No

What Operating Systems Are You Running On Your Computer Systems? (Check All That Apply)

Windows NT Server  
 Windows 2000 Server  
 Netware  
 Windows NT Workstation  
 Windows 2000 Professional  
 Windows 95  
 Windows 98  
 Windows Me  
 Windows 3.X  
 Windows For Workgroups 3.X  
 MS-DOS  
 Macintosh

Are Your Computer Systems Secured With Passwords?

Yes  
 No

If Passwords Are In Use, Do You Have ALL Administrator Account Passwords In Case Your Computer Administrator Is Ill, Quits, Or Is Fired?

Yes

No

Do You Have A Plan In Place To Protect Your Data Against Sabotage In Case Someone Quits Or Is Fired?

Yes

No

Do You Review Your Data Safety Plans On A Regular Basis?

Yes

No

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