

Backup Retention Schedule Example

This document provides a sample template for a backup retention schedule, outlining the types, frequencies, and durations for retaining backup data.

Objectives

- Ensure critical data is reliably backed up and retained.
- Meet compliance and business requirements for data retention.
- Enable efficient recovery in the event of data loss.

Sample Retention Schedule

Backup Type	Frequency	Retention Period	Media/Location
Full Backup	Weekly (Sunday)	4 Weeks	Onsite Storage
Incremental Backup	Daily (Mon-Sat)	1 Week	Onsite Storage
Monthly Backup	1st Day of Month	12 Months	Offsite Storage
Annual Backup	1st January	7 Years	Offsite/Cloud

Notes

- Expired backups are securely destroyed or deleted as per policy.
- Retention periods may vary according to regulatory or business needs.
- This schedule should be reviewed and updated annually.