



GETTING THE MOST OUT OF YOUR STORAGE MEDIA

Take Care of Backup Tapes and Optical Discs with this Simple Plan

Combining a backup and restore plan with the tips below can help ensure your vital information will be around tomorrow and the foreseeable future, even if disaster should strike.

The type of backup and restore plan a company chooses depends on a few factors:

1. How often does the company need to refer to its data? If you need to refer to yesterday's data, a daily tape rotation would work best.
2. How valuable is the data? The more valuable the data is, the more often a company should backup and move the backup media offsite.

If a company uses data tape cartridges to backup files, Imation recommends a monthly 10 tape backup rotation; however, more or fewer can be appropriate.

1. Label tapes one through 10.
2. Use tapes one through four on each Monday through Thursday of the month for incremental backup, to capture those daily changes in databases, documents and other important files.
3. Use a new tape (tapes five through seven) for each of the first three Fridays of the month for weekly backups.
4. Use tapes eight through 10 on the last Friday for a monthly backup, rotating these each month.
5. Then store the weekly and monthly tapes at a secure offsite location as insurance against physical threats to your place of business.

Ten Tape Backup Plan

Month

	Monday	Tuesday	Wednesday	Thursday	Friday
Week I	Tape 1	Tape 2	Tape 3	Tape 4	Tape 5
Week II	Tape 1	Tape 2	Tape 3	Tape 4	Tape 6
Week III	Tape 1	Tape 2	Tape 3	Tape 4	Tape 7
Week IV	Tape 1	Tape 2	Tape 3	Tape 4	Tape 8 (Month 1), Tape 9 (Month 2), Tape 10 (Month 3)
Week V	Tape 1	Tape 2	Tape 3	Tape 4	May need an 11 th tape if a 5 th week exists

For examples of other backup plans, including a three tape and a six tape backup plan, go to <http://www.imation.com/smallbusiness>.

(more)

Optical Backup Plan

Follow similar plans with optical media, such as CDs or DVDs. You'll want to use rewritable optical discs, such as CD-RW or DVD+/-RW, for daily incremental or differential backups. Then use write-once or permanent optical discs, such as CD-Rs and DVD+/-Rs, for archiving weekly and monthly backups. Regardless of what plan you implement, following a plan is the first step – regular evaluation and testing of your ability to restore will make your data more secure.

Tape and Optical Care and Handling

To keep files safe so you can use them when you need them, handle data cartridges and optical discs with proper care using the tips below.

Tape Cartridge Care

1. **Acclimating.** Allow the tape to acclimate to the operating environment; one hour for each hour spent offsite, for a maximum of eight hours.
2. **Carrying.** Do not drop data cartridges. Carry or stack no more than six cartridges at a time.
3. **Cleaning.** Regular cleaning removes debris from drive heads. Imation offers dry cleaning cartridges for most tape formats that do not require any chemicals or solvents. (Note: AIT drives do not require cleaning.)
4. **Storing.** Store tapes in a cool, dry place, away from your computer equipment. New tapes can be stored in their transport packages until they are used. Do not leave used cartridges in the drive; place them in their final storage box so the reel axes are horizontal.

CD and DVD Media Care

1. **Handling.** Handle a CD or DVD by the outer edge only. Never touch the unlabeled side of the disc and do not set it on hard surfaces.
2. **Labeling.** Write on the labeled side of discs using soft-tipped, permanent ink pens on the inner circle of the disc only. If using a label, be sure it has high-quality adhesive that won't corrode the disc. Be sure to apply the label properly, an off-center or bumpy label could harm your CD or DVD burner.
3. **Cleaning.** Use a soft, lint-free cloth to remove debris from discs and always wipe from the center out. Do not use abrasive or solvent cleaners.
4. **Storing.** Store CDs and DVDs in a dark, cool, dry place in protective storage cases.