

Since backups are the most important responsibility of IT, having a documented backup log is important. Here are a few key reasons:

- Ensures IT doesn't forget to check on backups
- Ensures backups are working
- Catches backup failures as soon as possible
- Proves to management that backups are good
- Gives management peace of mind since they know backups are good
- Demonstrates IT value to management

How to use this backup log:

- For each day, check on the backup status and/or backup logs
 - Write the date in the Date column
 - If the backup completed successfully with no errors, put a check in the "Success" column
 - If the backup completed but had a few errors, put a check in the "Errors" column
 - If the backup failed put a check in the "Failed" column
 - If you checked the Errors or Failed column write what the errors were or why the job failed in the "Comments" column
 - Write your initials in the "Initials" column
- Keep the completed sheets as records
- Punch with a 3-hole punch and file them in a 3-ring binder
- Start a new sheet each month