PC Tech Associates
Computer Services

Backup Schedule

Use each disk in a rotating, sequential schedule. Starting with Disk 1 - 5. Then backup onto an Archive disk and remove from premises. Each time an Archive disk is taken off the premises, the previous one should be returned. Mark each disk with the current date and list the current date in the appropriate box below.

Disk/Tape 1 Mon	Disk/Tape 2 Tues	Disk/Tape 3 Wed	Disk/Tape 4 Thurs	Disk/Tape 5 Fri	Archive 1	Archive 2