

Small Business Backup Guide

A simple backup plan for website files, documents and business data.

3-2-1 Backup Method

■	Keep at least three copies
■	Use two different storage types
■	Keep one copy off-site

Recommended Routine

Daily	Critical active documents
Weekly	Website files and project folders
Monthly	Full archive and recovery test

Safety Checks

■	Encrypt sensitive backups
■	Do not keep all copies connected
■	Label backup dates clearly
■	Test that files can be restored