

## Backup log – example

The following table tracks the media used for every backup. There are five separate sets of media, usually colour coded. You select each tape for making your backup, based on date and colour for the tape rotation. To show that you have made a backup, you would write the tape number onto the chart as a physical check.

Rotate each cycle of tapes continuously, but check the limitations of the media in use and retire media (specifically tapes) when they have reached the manufacturer's threshold.

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	Blue	Yellow	Blue	Green	Blue
Week 2	Yellow	Blue	Red	Blue	Yellow
Week 3	Blue	Green	Blue	Yellow	Blue
Week 4	Salmon	Blue	Yellow	Blue	Green
Week 5	Blue	Yellow			

### Monthly backup cycle

There should be five tapes for weeks one to four and two for week five.

- Blue
- Yellow
- Green
- Red
- Salmon