Classifying data types - Example

Data name	Data type (flat file, database etc)	Volume	Volatility (1 is low, 10 is high)	Importance to school (1 is low, 10 is high)	Backup frequency	Backup type
Schemes of work	Directories	2GB	1	7	Weekly	Incremental
User directories	Directories	20GB	10	10	Daily	Full
MIS data	Database	3MB	8	10	Daily	Database routine
Admin data	Directories	4GB	5	8	Daily	Full
Clip art	Directories	1GB	2	1	Weekly	Full