Backup Policy Form

Data Type	Master Location	Backup Location	Storage Type	How Often?	Type of Backup (Full, Incremental, Differential, Mirror)

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Data Type: A data type can be many things, ranging from a music file to an address book to a list of preferences for an application. Many people simply decide to back up an entire device instead of having tailored backup plans for different data types. Others may need to create specialized backup policies for particular data types due to the sensitivity of the data, travel (particularly crossing borders), and the amount of changes to one data type versus another over time (e.g., a large volume of video editing or sound recordings, an organization's email database), or to save space in the backup device.

Master copies are the "original" version of the data (e.g., the original photo or video taken, the first version of a document, etc.) For most people, this would be whatever is on their laptop or their mobile device.

Duplicates are a backup of the master copy.

Backup Location: This is where a backup is physically located.

Storage Device: What type of storage device are you using? This could be an external hard drive, a corporate cloud service (Google Drive, Dropbox), your own online server (ownCloud), or a small portable storage device like a USB flash drive.

Types of Backup: There are four common backup types implemented and generally used in most Backup programs: full backup, differential backup, incremental backup and mirror backup. A type of backup actually defines how data is copied from source to destination and lays the grounds of a data repository model (how the back-up is stored and structured).

Full Backup: The starting point for all other types of backup. Contains all the data in the folders and files selected for backup. Because full backup stores all files and folders, frequent full backups result in faster and simpler restore operations.

Incremental Backup: Stores all files that have changed since the last full, differential or incremental backup. The advantage of an incremental backup is that it takes the least time to complete. This can also make historical versions of your data available. (OSX's Time Machine is an example of an Incremental Backup.)

Differential Backup: Contains all files that have changed since the last FULL backup. The advantage of a differential backup is that it shortens restore time compared to a full backup or an incremental backup.

Mirror Backup: Identical to a full backup, with the exception that the files are not compressed in zip files and they cannot be protected with a password. A mirror backup is most frequently used to create an exact copy of the source data.