Introduction

- The term Backup in information technology refers to making copies of data.
- The main purpose of making copies of data is to restore the original data after a data loss event.
Ways Data Can be lost

There are many ways data can be unintentionally lost. Data can be lost through several ways such as:
- Physical failure of storage media
- Corruption of data due to malware
- Accidental deletion
- Disaster (examples: Flood, Fire)

Importance of Backup

It is a fact that computers and their components will fail at some point. When a data loss or corruption occurs, restoring data using backup copy can save time and money.
Backup Devices

Today, backup of data can be done cost effectively by using the many options of available storage devices. Examples of some common storage devices are:
- CD or DVD
- Tape Drives
- USB Flash drive
- Online storage (Files.kennesaw.edu)

Backup Strategy

It is important to develop a good strategy to backup your data. Backup without a good strategy can lead to difficulties when you try to restore your lost data.
Backup Strategy
Continued

A good backup strategy should involve the following:
- Performing backup on a regular basis.
- Backup of data to a separate storage media other than the media the original data is located on.

Backup Strategy
Continued

- Test backup copy to make sure that the backup process was done correctly.
- Store backup media in a secure location, preferably a locking cabinet
- Destroy old backup media per university guidelines and policies
Conclusion

Backup might seem like an unnecessary procedure, but it can be a life saver when important data becomes lost or corrupted.

Please develop the habit of backing up your important data.