

SIR Branch Data Backup Strategy

Website

- The branch webmaster should back up the whole website at least monthly. This backup should enable the whole site to be restored.
- When PDF documents are displayed, their source files (e.g., spreadsheets and word-processing documents) should also be stored on the website.
- Suggestion: WordPress webmasters can back up a site with a plugin like Updraft Plus Backup/Restore or WP All-In-One Migration.

Databases on a Server

- The database owner should back up the whole database at least monthly. This backup should enable the whole database to be restored.
- Suggestion: A MySQL database can be backed up via export from phpMyAdmin.

Files and Databases on a Personal Computer

- SIR-related files on a member's personal computer should be backed up at least monthly. These should include files related to BEC, membership, and finances. Examples include minutes, spreadsheets, reports, and forms.
- A database should be backed up at least monthly. This backup should enable the whole database to be restored.
- Suggestion: An MS-Access or Quicken database should be backed up using its built-in save/backup options.
- Suggestion: Copy files to the branch website where practical. Otherwise back up files to an external drive or cloud storage (e.g., Google Drive, Dropbox, OneDrive). Do not just back up to the computer on which the files are already stored.
- Passwords: Share the cloud storage password and personal computer login password with at least one other person.
- Suggestion: To enable recovery from a disk crash, back up all files on the computer (data, programs, operating system) to an external drive. Use software that enables bare-metal recovery (e.g., Veeam Windows Agent).