

Backup Tape Rotation Chart - 21-Tapes



Label the 21 tapes		Instructions
DAILY	4 should be named MONDAY - THURSDAY	<ul style="list-style-type: none"> Each week, use the same MON-THURS tapes over and over. On Fridays use WEEK1- WEEK5 tape and then use the tapes over the following month. On last business day of the month, use MONTH "X" instead of the daily or week tape.
WEEKLY	5 should be named WEEK1 - WEEK5	
MONTHLY	12 should be named MONTH1 - MONTH12	
<p>It is strongly recommended that MONTH tapes be secured off-site in a safe and fireproof place.</p>		

Mon	Tues	Wed	Thurs	Fri	Sat	Sun	<p>Tapes should be inserted at beginning of each workday</p> <p>Re-Use</p> <p>Daily Tapes Weekly Tapes Monthly Tapes</p>				
1 MONDAY	2 TUESDAY	3 WEDNESDAY	4 THURSDAY	5 WEEK1	6 NONE	7 NONE					
8 MONDAY	9 TUESDAY	10 WEDNESDAY	11 THURSDAY	12 WEEK2	13 NONE	14 NONE					
15 MONDAY	16 TUESDAY	17 WEDNESDAY	18 THURSDAY	19 WEEK3	20 NONE	21 NONE					
22 MONDAY	23 TUESDAY	24 WEDNESDAY	25 THURSDAY	26 WEEK4	27 NONE	28 NONE					
29 MONDAY	30 TUESDAY	31 WEDNESDAY	THURSDAY	WEEK5							
MONTH(1-12) Use on last Business Day of the Month											
Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
MONTH1	MONTH2	MONTH3	MONTH4	MONTH5	MONTH6	MONTH7	MONTH8	MONTH9	MONTH10	MONTH11	MONTH12