

# Backup Tape Rotation Chart - 12-Tapes



Label the 12 tapes		Instructions
<b>DAILY</b>	4 should be named <b>MONDAY - THURSDAY</b>	<ul style="list-style-type: none"> <li>Each <b>week</b>, use the same <b>MON-THURS</b> tapes over and over.</li> <li>On <b>Fridays</b> use <b>WEEK1- WEEK5</b> tape and then use the tapes over the following month.</li> <li>On <b>last business day of the month</b>, use <b>MONTH1 - 3</b> instead of the daily or week tape.</li> </ul>
<b>WEEKLY</b>	5 should be named <b>WEEK1 - WEEK5</b>	
<b>MONTHLY</b>	3 should be named <b>MONTH1 - MONTH3</b>	
<p>It is strongly recommended that <b>MONTH</b> 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 weekday.</p> <p>Re-Use Daily Tapes Weekly Tapes Monthly Tapes</p>				
1 <b>MONDAY</b>	2 <b>TUESDAY</b>	3 <b>WEDNESDAY</b>	4 <b>THURSDAY</b>	5 <b>WEEK1</b>	6 <b>NONE</b>	7 <b>NONE</b>					
8 <b>MONDAY</b>	9 <b>TUESDAY</b>	10 <b>WEDNESDAY</b>	11 <b>THURSDAY</b>	12 <b>WEEK2</b>	13 <b>NONE</b>	14 <b>NONE</b>					
15 <b>MONDAY</b>	16 <b>TUESDAY</b>	17 <b>WEDNESDAY</b>	18 <b>THURSDAY</b>	19 <b>WEEK3</b>	20 <b>NONE</b>	21 <b>NONE</b>					
22 <b>MONDAY</b>	23 <b>TUESDAY</b>	24 <b>WEDNESDAY</b>	25 <b>THURSDAY</b>	26 <b>WEEK4</b>	27 <b>NONE</b>	28 <b>NONE</b>					
29 <b>MONDAY</b>	30 <b>TUESDAY</b>	31 <b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>WEEK5</b>							
<b>MONTH(1-12)</b> Use on <b>last Business Day</b> of the Month											
Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
<b>MONTH1</b>	<b>MONTH2</b>	<b>MONTH3</b>	<b>MONTH1</b>	<b>MONTH2</b>	<b>MONTH3</b>	<b>MONTH1</b>	<b>MONTH2</b>	<b>MONTH3</b>	<b>MONTH1</b>	<b>MONTH2</b>	<b>MONTH3</b>