

Backup Tape Rotation Chart - 9-Tapes



Label the 9 tapes	Instructions
<p>DAILY 4 should be named MONDAY - THURSDAY</p> <p>WEEKLY 2 should be named WEEKA and WEEKB</p> <p>MONTHLY 3 should be named MONTH1 - MONTH3</p> <p>It is strongly recommended that MONTH tapes be secured off-site in a safe and fireproof place.</p>	<ul style="list-style-type: none"> • Each week, use the same MON-THURS tapes over and over. • On Fridays rotate WEEKA and WEEKB tapes over and over. • On last business day of the month, use MONTH1 - 3 instead of the daily or week tape.

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 MONDAY	2 TUESDAY	3 WEDNESDAY	4 THURSDAY	5 WEEKA	6 NONE	7 NONE	
8 MONDAY	9 TUESDAY	10 WEDNESDAY	11 THURSDAY	12 WEEKB	13 NONE	14 NONE	
15 MONDAY	16 TUESDAY	17 WEDNESDAY	18 THURSDAY	19 WEEKA	20 NONE	21 NONE	
22 MONDAY	23 TUESDAY	24 WEDNESDAY	25 THURSDAY	26 WEEKB	27 NONE	28 NONE	
29 MONDAY	30 TUESDAY	31 WEDNESDAY	THURSDAY	WEEKA			

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	MONTH1	MONTH2	MONTH3	MONTH1	MONTH2	MONTH3	MONTH1	MONTH2	MONTH3