|  |
| --- |
| **Data Source Manifest** |
| Date: |  | Server Name: |  |

Type of Backup Agent Needed

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Windows | Version: |  | Type: |  |
|  | Linux | Version: |  | Type: |  |
|  | Unix | Version: |  | Type: |  |

List of Files/Folders to be Backed Up

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

Backup Client and Policy

|  |  |  |
| --- | --- | --- |
| Backup Client Installed On Client Server: |  |  |
| Backup Policy for Client Server: |  | **M****O****N** |  | **T****U****E** |  | **W****E****D** |  | **T****H****U** |  | **F****R****I** |  | **S****A****T** |  | **S****U****N** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Run Schedule for Policy: | AM: |  | PM: |  |

*Only One Full(F) followed by either a Differential(D) or an Incremental(I)*

Retention and Offsite

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Retention Period for Backup: |  |  |  |  |
| Offsite Storage: |  |  |

Signatures

|  |  |  |  |
| --- | --- | --- | --- |
| Requestor’s Signature: |  | Date: |  |
| System/Backup Administrator Signature: |  | Date: |  |

*Prepared by llcruz, msoto & raperea on 05/29/08 Version 2.0*