|  |  |  |  |
| --- | --- | --- | --- |
| **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*