Farm Data Backup Checklist

A checklist for backing up farm data, covering where files live, what is copied, and how often restores are tested. Print a copy, check off each item as you complete it, and keep the sheet with your records.

Farm / unit: _____ Date: _____ By: _____

ITEM	OK	FIX	N/A
List where farm data is stored	☐	☐	☐
Identify the files you cannot replace	☐	☐	☐
Choose a backup location off the farm	☐	☐	☐
Set up automatic backups	☐	☐	☐
Keep one copy offline	☐	☐	☐
Test a restore of one file	☐	☐	☐
Record the backup schedule	☐	☐	☐
Assign who checks the backup	☐	☐	☐

NOTES / REPAIRS NEEDED

TIP A backup you have never restored is only a guess, so test a restore and write down how long it takes.