

## BACKUP CHECKUP

# How Often Should a Small Business Check Its Backups?

Backups only matter if they can be restored. This guide explains a practical review rhythm for small businesses.

## Practical guidance

### Backups need proof, not assumptions

A backup system can look healthy while still failing to protect the files people actually need. The most important question is not just “Do we have backups?” It is “Can we restore the right data quickly enough?”

### A practical review rhythm

Check backup status daily or at least several times per week. Review backup reports weekly. Test a file restore monthly. Review what is being backed up quarterly. Test a larger recovery scenario at least once or twice per year. Any major system change should trigger a backup review.

### What to document

Document where backups are stored, who receives alerts, what systems are included, how long data is retained, and the steps required to restore common files. If only one person knows the process, the business has an avoidable risk.

## Quick checklist

- Confirm backups completed recently
- Review failed or skipped jobs
- Test restore a sample file
- Confirm critical folders are included
- Document retention period
- Check who receives alerts
- Review after major system changes

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