

Backup / Retention Policy

IT & Tech Compliance

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This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

Background

Drafts a backup and retention policy — scope, frequency, RPO, retention periods, encryption, testing and restoration — for your systems. Use this for backups; for the recovery steps use the Disaster Recovery Runbook.

Purpose of this tool & output

Set backup and retention standards

How the output is used

Adopt the backup/retention policy to set backup frequency, retention and restore-testing standards.

Who receives it

Approved by the IT head; applies to all systems and data owners.

Important cautions

AI-generated draft; align with BCP/DR and compliance retention.

Companion documents

- IT Policy Library Generator
- Acceptable Use Policy
- Password / Access Policy
- BYOD / Device Policy
- Data Classification Policy
- Change Management Policy

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.