

## Recommended Tape Rotation Method

**Q. How often should I backup?**

**A. As often as possible! Data loss is unrecoverable and you should ensure every possible step to secure your data is taken.**

As a minimum you should use 5 daily tapes but our preferred method is called the **Grandfather-Father-Son Method**

One of the most commonly used tape rotation schemes is called Grandfather-Father-Son. This scheme uses three sets of tapes for daily, weekly and monthly backup sets. To execute the Grandfather-Father-Son rotation scheme, you will need twelve sets of media assuming that all your data fits onto one tape.

The first set, "Son," represents your daily backups. Assign four tapes as daily backups and label them "Monday" through "Thursday." These tapes will be used to perform daily backups and can be reused weekly on the day that they are labelled.

A second set of up to five weekly tapes, called "Father," is used to perform full backups on the Fridays (or your chosen day). This media set should be labelled "Week 1" through "Week 5" and can be reused monthly on the day matching its label.

The final set of three tapes, called "Grandfather," is used to perform full backups on the last business day of each month and can be reused quarterly.

This rotation scheme will back up data on a daily, weekly, monthly, and quarterly basis. In some instances, archived data is required for periods longer than one quarter. In these cases, media sets are often pulled from the rotation and stored in an off-site media vault.



Providers of IT & PC Support, Computer Maintenance, IT Outsourcing  
Data Cabling, Server/PC Sales and Network Services solutions

Telephone 0800 5427265 or go online at [www.hobb.co.uk](http://www.hobb.co.uk)