**Contractor Backup Check List**

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| **General** |  |
| Is there a written Disaster Recovery Plan? (yes/no), Does it include a minimum recovery time? (yes/no), Does it include an annual restore exercise? (yes/no) |  |
| Is there a written Backup Plan? (yes/no) |  |
| What is being backed up? |  |
| Source code (yes/no) |  |
| Product/product deliverables, artifacts, reports, & documentation (yes/no) |  |
| Test scripts and test databases |  |
| Data used for project management & software eng. processes & tools (yes/no) |  |
| Other |  |
| Has an annual restore exercise been performed? (yes/no), When?  Is the restore exercise planned? (yes/no), When?  Was the restore verified and documented? (yes/no)  Was an acknowledgement letter with exercise documentation sent to the TF Force Chair and AASHTO PM after the exercise was completed? (yes/no), When? |  |
| **Infrastructure (On-Premise or as a Service)** |  |
| Are daily backups being done? (yes/no), What type of backup? (full/incremental?),  What is the retention period? |  |
| Are full weekly backups being done? (yes/no), What is the retention period? |  |
| Are full monthly backups being done? (yes/no), What is the retention period? |  |
| Are full yearly backups being done? (yes/no), What is the retention period? |  |
| Is the media and software being used common, a market leader? (yes/no) |  |
| List type and brand of media:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| Name, version, and manufacturer of backup software:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| Is the media being tracked for age and use? (yes/no) |  |
| Offsite Storage |  |
| Which backup media is being stored offsite? (daily, weekly, monthly, yearly) |  |
| Distance main site is from offsite storage location |  |
| Does offsite storage have a controlled environment for media storage? (yes/no) |  |
| Location of offsite storage:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| How often is media transmitted to offsite location? |  |
| Is the log of what is being stored on each backup media being stored offsite with the media? (yes/no) |  |
| Are copies of the software and tools required to restore the files from the backup media and to re-establish the operational environment being stored at the offsite storage? (yes/no) |  |
| **Hosted Services (e.g. Azure DevOps, AWS, Jira Cloud)** |  |
| Is the configuration and data for the hosted service actively replicated to multiple datacenters or regions? |  |
| Does the hosted service provide AASHTOWare sufficient recovery options for data and configuration?        If No, are supplemental backups of data and configuration being done by the contractor? |  |