

Data Protection Checklist

Action	Needed?	Priority	Notes
Determine whether all important data is backed up routinely			
Arrange for routine backup of important data			
Ensure that multiple copies of backed up data are stored in a secure location off site			
Determine access procedures for offsite backups			
Gather emergency contact information for information technology systems (web host, online subscriptions, online catalog, remote backup storage)			
Inventory in-house information systems (e.g., hardware, software, servers)			
Other			
Other			
Other			
Other			