

# BACKUP

How many times?

- **Accounting and important templates daily**
- **Total backup financial year monthly**
- **Total backup 1/year CD/DVD/ M-disc**

Where to?

- **At least 3 times**
- **Daily backup to external hard disk**
- **Unplug external hard disk after backup**
- **Monthly backup on CD/DVD**
- **NAS daily/monthly/annually**

For NAS no automatic saving of the access data of the target directory

Check the drive every 6 months, after 2 years monthly

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## Verification?

- Under Windows with CrystalDiskInfo
- Sort out from the status Caution disk

## How long-lasting are backup media?

- CD / DVD any approx. 5 years
- CD / DVD more durable with gold or silver coating 10-20 years
- m-disc according to manufacturer up to 1000 years
- Hard disk with occasional writing up to 10 years, regular inspection.
- Hard disk in the system max. 6 years
- SSD approx. 2 years or 10,000 write cycles

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