

Backup Location Record

FOUR WORKSHEETS / ONE FOCUSED SECTION PER PAGE

Date / reference: _____

Identify the set

File collection

Original location shorthand

Copy purpose

Copy date

Backup Location Record

FOUR WORKSHEETS / ONE FOCUSED SECTION PER PAGE

Date / reference: _____

Locate the copy

Storage reference

Folder label

Copy scope

Included version

Backup Location Record

FOUR WORKSHEETS / ONE FOCUSED SECTION PER PAGE

Date / reference: _____

Record what happened

Copy completed

Verification action taken

Observed result

Unconfirmed detail

Backup Location Record

FOUR WORKSHEETS / ONE FOCUSED SECTION PER PAGE

Date / reference: _____

Plan the next check

File to recheck

Instruction to consult

Next copy task

Record storage location
