Backup Process

This document lays out how backups are handled.

Cadence

Weekly

- Each Thursday replace the prior longterm archival tape with a different tape for the coming week's archive operation
- Label tape with the date of the archival process (the coming Wednesday)
- IF A USED TAPE clear it before labeling in Bareos with `mt -f /dev/st0 rewind && mt -f /dev/st0 weof && mt -f /dev/st0 rewind` command
- Label the tape using the name `Longterm-YYYY-MM-DD` which matches the label on the outside
- Make sure the naming and mounting processes are successful
- Take the prior archival tape and get it to director for storage offsite

Monthly

- Keep the prior month's latest archival tape for future restores
- Put other tapes into the rotation to be reused for future jobs

Restore Testing

Keep track of when restores and tested, how, and the outcome.

Date	Restored	Outcome	Who