# Backup considerations: tables

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| **Systems & information sets** | **Tolerable outage** | **Tolerable data loss** |
| Email | 1 day | 1 day |
| Payroll | 2 weeks | 1 week |
| Finance | 2 weeks | 1 week |
| Client management system | 1 day | 1 day |
| General files (on file server) | 1 week | 1 day |
| Phone system | 1 day | N/A |
| Network (inc remote access) | 1 day | N/A |
| Website | 1 week | 1 monthly |

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|  |  |  | **Where data is stored** |
| **Systems & information sets** | **Tolerable outage** | **Tolerable data loss** | **PCs Laptops Tablets** | **Phones** | **Server(s)** | **Cloud & hosted** |
| Email | 1 day | 1 day | Y | Y |  | Y - main |
| Payroll | 2 weeks | 1 week |  |  | Y |  |
| Finance | 2 weeks | 1 week |  |  | Y |  |
| Client management system | 1 day | 1 day |  |  |  | Y |
| General files (on file server) | 1 week | 1 day |  |  | Y |  |
| Phone system | 1 day | N/A |  |  |  |  |
| Network (inc remote access) | 1 day | N/A |  |  |  |  |
| Website | 1 week | 1 monthly |  |  | Y |

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|  |  |  | **Where data is stored** |  |
| **Systems & information sets** | **Tolerable outage** | **Tolerable data loss** | **PCs Laptops Tablets** | **Phones** | **Server(s)** | **Cloud & hosted** | **Backup** |
| Email | 1 day | 1 day | Y | Y |  | Y - main |  |
| Payroll | 2 weeks | 1 week |  |  | Y |  | Daily |
| Finance | 2 weeks | 1 week |  |  | Y |  | Daily |
| Client management system | 1 day | 1 day |  |  |  | Y | Daily |
| General files | 1 week | 1 day |  |  | Y |  | Daily |
| Phone system | 1 day | N/A |  |  |  |  | Setup |
| Network (inc remote access) | 1 day | N/A |  |  |  |  | Setup |
| Website | 1 week | 1 monthly |  |  | Y | 6 monthly |