
Ten Questions to Consider Before Selecting a Backup Service

1. Which of the following types of devices do you want to back up data from? a) desktop computers? b) laptop computers? c) tablet computers? d) smartphones?
2. What operating systems do the devices identified in question 1 use? a) Apple? b) Microsoft Windows? c) Android?
3. Do you want to back up: a) documents? b) photos? c) music? d) videos? e) email? f) programs? g) settings?
4. Do you want to back up any private data (e.g., medical or financial information; Social Security numbers) associated with: a) you and your family? b) customers of your business? If so, will you need to follow a specific retention policy for any of the data?
5. Approximately how much data will you need to back up: a) right now? b) over the next year?
6. Will you need to access your backed up files from: a) your home?; b) your workplace? c) other locations?
7. Will you need to access earlier versions of backed up files?
8. What percentage of time is your computer connected to the Internet?
9. Who will need to access the backed up files?
10. Do you want to **synchronize** or automatically copy changes back and forth between two or more computers or mobile devices?

© 2014 by Marsha Ann Tate, Ph.D. This handout may be copied and distributed provided that: 1) It is used for educational purposes only, and 2) Credit is given to Marsha Ann Tate.

Filename: Backup_Eval.docx. Handout created by Marsha Ann Tate, March 16, 2014; last updated March 17, 2014.

If you have any comments or suggestions, please contact marsha@mtateresearch.com.