



**Backup Katrina Drive Rotation for 3 Katrina Drives**

Off-site: Take the drive off-site to your home or to a secure location

Matrix: We will pick up and store one of your drives at our office

**Backup Log Sheet for January**

| Day | Day of Week | Katrina 1 | Katrina 2 | Katrina 3 | Notes |
|-----|-------------|-----------|-----------|-----------|-------|
| 4   | Monday      | Server    | Off-Site  | Matrix    |       |
| 11  | Monday      | Off-Site  | Server    | Matrix    |       |
| 18  | Monday      | Server    | Off-Site  | Matrix    |       |
| 25  | Monday      | Off-Site  | Server    | Matrix    |       |

**Backup Log Sheet for February**

| Day | Day of Week | Katrina 1 | Katrina 2 | Katrina 3 | Notes |
|-----|-------------|-----------|-----------|-----------|-------|
| 1   | Monday      | Server    | Matrix    | Off-Site  |       |
| 8   | Monday      | Off-Site  | Matrix    | Server    |       |
| 15  | Monday      | Server    | Matrix    | Off-Site  |       |
| 22  | Monday      | Off-Site  | Matrix    | Server    |       |

**Backup Log Sheet for March**

| Day | Day of Week | Katrina 1 | Katrina 2 | Katrina 3 | Notes |
|-----|-------------|-----------|-----------|-----------|-------|
| 1   | Monday      | Server    | Off-Site  | Matrix    |       |
| 8   | Monday      | Off-Site  | Server    | Matrix    |       |
| 15  | Monday      | Server    | Off-Site  | Matrix    |       |
| 22  | Monday      | Off-Site  | Server    | Matrix    |       |
| 29  | Monday      | Server    | Off-Site  | Matrix    |       |



### Backup Log Sheet for April

| Day | Day of Week | Katrina 1 | Katrina 2 | Katrina 3 | Notes |
|-----|-------------|-----------|-----------|-----------|-------|
| 5   | Monday      | Matrix    | Server    | Off-Site  |       |
| 12  | Monday      | Matrix    | Off-Site  | Server    |       |
| 19  | Monday      | Matrix    | Server    | Off-Site  |       |
| 26  | Monday      | Matrix    | Off-Site  | Server    |       |

### Backup Log Sheet for May

| Day | Day of Week | Katrina 1 | Katrina 2 | Katrina 3 | Notes |
|-----|-------------|-----------|-----------|-----------|-------|
| 3   | Monday      | Server    | Off-Site  | Matrix    |       |
| 10  | Monday      | Off-Site  | Server    | Matrix    |       |
| 17  | Monday      | Server    | Off-Site  | Matrix    |       |
| 24  | Monday      | Off-Site  | Server    | Matrix    |       |

### Backup Log Sheet for June

| Day | Day of Week | Katrina 1 | Katrina 2 | Katrina 3 | Notes |
|-----|-------------|-----------|-----------|-----------|-------|
| 1   | Tuesday     | Server    | Matrix    | Off-Site  |       |
| 7   | Monday      | Off-Site  | Matrix    | Server    |       |
| 14  | Monday      | Server    | Matrix    | Off-Site  |       |
| 21  | Monday      | Off-Site  | Matrix    | Server    |       |
| 28  | Monday      | Server    | Matrix    | Off-Site  |       |



### Backup Log Sheet for July

| Day | Day of Week | Katrina 1 | Katrina 2 | Katrina 3 | Notes |
|-----|-------------|-----------|-----------|-----------|-------|
| 5   | Monday      | Matrix    | Off-Site  | Server    |       |
| 12  | Monday      | Matrix    | Server    | Off-Site  |       |
| 19  | Monday      | Matrix    | Off-Site  | Server    |       |
| 26  | Monday      | Matrix    | Server    | Off-Site  |       |

### Backup Log Sheet for August

| Day | Day of Week | Katrina 1 | Katrina 2 | Katrina 3 | Notes |
|-----|-------------|-----------|-----------|-----------|-------|
| 2   | Monday      | Off-Site  | Matrix    | Server    |       |
| 9   | Monday      | Server    | Matrix    | Off-Site  |       |
| 16  | Monday      | Off-Site  | Matrix    | Server    |       |
| 23  | Monday      | Server    | Matrix    | Off-Site  |       |
| 30  | Monday      | Off-Site  | Matrix    | Server    |       |

### Backup Log Sheet for September

| Day | Day of Week | Katrina 1 | Katrina 2 | Katrina 3 | Notes |
|-----|-------------|-----------|-----------|-----------|-------|
| 7   | Tuesday     | Server    | Off-Site  | Matrix    |       |
| 13  | Monday      | Off-Site  | Server    | Matrix    |       |
| 20  | Monday      | Server    | Off-Site  | Matrix    |       |
| 27  | Monday      | Off-Site  | Server    | Matrix    |       |



### Backup Log Sheet for October

| Day | Day of Week | Katrina 1 | Katrina 2 | Katrina 3 | Notes |
|-----|-------------|-----------|-----------|-----------|-------|
| 4   | Monday      | Server    | Matrix    | Off-Site  |       |
| 11  | Monday      | Off-Site  | Matrix    | Server    |       |
| 18  | Monday      | Server    | Matrix    | Off-Site  |       |
| 25  | Monday      | Off-Site  | Matrix    | Server    |       |

### Backup Log Sheet for November

| Day | Day of Week | Katrina 1 | Katrina 2 | Katrina 3 | Notes |
|-----|-------------|-----------|-----------|-----------|-------|
| 1   | Monday      | Server    | Off-Site  | Matrix    |       |
| 8   | Monday      | Off-Site  | Server    | Matrix    |       |
| 15  | Monday      | Server    | Off-Site  | Matrix    |       |
| 22  | Monday      | Off-Site  | Server    | Matrix    |       |
| 29  | Monday      | Server    | Off-Site  | Matrix    |       |

### Backup Log Sheet for December

| Day | Day of Week | Katrina 1 | Katrina 2 | Katrina 3 | Notes |
|-----|-------------|-----------|-----------|-----------|-------|
| 7   | Monday      | Matrix    | Server    | Off-Site  |       |
| 14  | Monday      | Matrix    | Off-Site  | Server    |       |
| 21  | Monday      | Matrix    | Server    | Off-Site  |       |
| 28  | Monday      | Matrix    | Off-Site  | Server    |       |