

Drives, Files, Folders Worksheet

Drives, files, and folders	How backed up and how often	Who to contact to access backup copies
Shared files on department or clinic server <i>(Public files that all staff can access)</i>		
Restricted files and documents <i>(Only accessible to selected staff)</i>		
Files and documents on individual staff computers		
Department or clinic file server		
Other files or documents		
Other files or documents		