



SOUTHERN SOFTWARE, INC.
an employee-owned company

Ensuring Reliable Data Backups

The Importance of Regular Backups

It is critical to ensure that your data is being backed up consistently and securely. If you are not personally responsible for backups, confirm that the designated individual is actively performing them. Additionally, take extra precautions by ensuring:

- Backups are **removed from the backup device** once completed.
- Ideally, backups are **stored offsite** to protect against onsite disasters.

Key Questions to Consider

1. **If your system crashes today, how quickly can you restore operations?**
2. **If a virus infects your system, how will you recover your data?**
3. **Are your backups protected from threats like ransomware?**
4. **What happens if your backup remains onsite during a flood, fire, or other disaster?**

Best Practices for Data Security

To safeguard your agency or municipality's data:

- ✓ **Perform daily backups**
- ✓ **Remove backups from the backup device**
- ✓ **Store backups offsite**

Data loss incidents occur frequently, and we receive calls from organizations facing these challenges every week. While buildings and vehicles are insured, your data should be equally protected. Investing in proper backups can save you from costly data recovery efforts—or worse, permanent data loss.

We're Here to Help

If you are unsure about your backup procedures or want to verify that the right files are being backed up, we are happy to assist you—at no cost.

 **Call us at 800-842-8190**