

# Implementing a Backup Plan

Creating data backups and having a data recovery plan are important pieces of your disaster plan and business continuity. With an effective data recovery plan and frequent backups stored on and off site, you can quickly restore your data if a disaster strikes.

To get started, meet with your organization's leaders and create a backup plan that answers the following questions:

- [What do you want to back up?](#)
- [How often will you back up your data?](#)
- [How and where will you store your data?](#)

Finally, designate someone to coordinate and keep records on your backups. You should keep your backup plan in writing with your organization's disaster planning procedure documentation.

## ACS OnDemand



If you use ACS OnDemand, your ACS backups are automatically made each night and stored on the OnDemand server. However, you should perform a manual ACS backup prior to special procedures such as year-end closing, attendance promotion, or merging people records.