

Practice file recovery workbook

Use a harmless fictional file to check a permitted backup method. Recover into a separate location without overwriting the original.

Prepare a safe practice

Practice file and expected content

Permitted backup method and owner

Source copy and version

Separate recovery destination

Permission and instructions checked

Expected recovery result

Check and record

Steps followed

Recovered file opens and matches

Version and completeness check

Unexpected result or limitation

Next action and responsible person

Next practice review date

Original RDE practice aid. Personal and internal organisational adaptation permitted with Jefferson Otonbara Imgbi author credit retained. Keep restricted information in authorised systems. Use fictional examples. Do not enter passwords, recovery codes or restricted information in this document.