

WORKSHEET #19: RESTORATION AND RECOVERY RESOURCES

Identify all record recovery and restoration resources, contact information and services available below. Include evening, holiday, and emergency/alternate contact information, as well as contact information for regular business hours.

Company Name	Contact Name	Address / Phone	Services
Example: Data Recovery Systems, Ltd.	Main contact: Bill Jones Alternate contact: Mary Smith	W: 12 South St., Fifty-Five, PA (555) 555-1212 Pager: 555-555-1111 Cell: 555-555-9999 On-call person carries the pager, Bill or Mary always has it.	Copying of backup tapes for distribution to multiple alternate sites; Troubleshooting assistance in-person promised 2-hour response.

This worksheet is from the National Cooperative Highway Research Program (NCHRP).