

IT Disaster Recovery Compliance Checklist

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: IT Disaster Recovery Compliance Checklist

Checklist Items

- Backup Procedures Documented
- Disaster Recovery Plan Reviewed
- Critical Systems Identified
- Staff Training Conducted
- Testing of Backup Restoration Completed
- Offsite Data Storage Verified
- Compliance with Regulatory Requirements Confirmed
- Communication Plan Established
- Incident Response Team Defined

Please ensure that all items are reviewed and completed by [Insert Deadline].

Thank you for your attention to this important matter.

Sincerely,
[Your Name]
[Your Position]