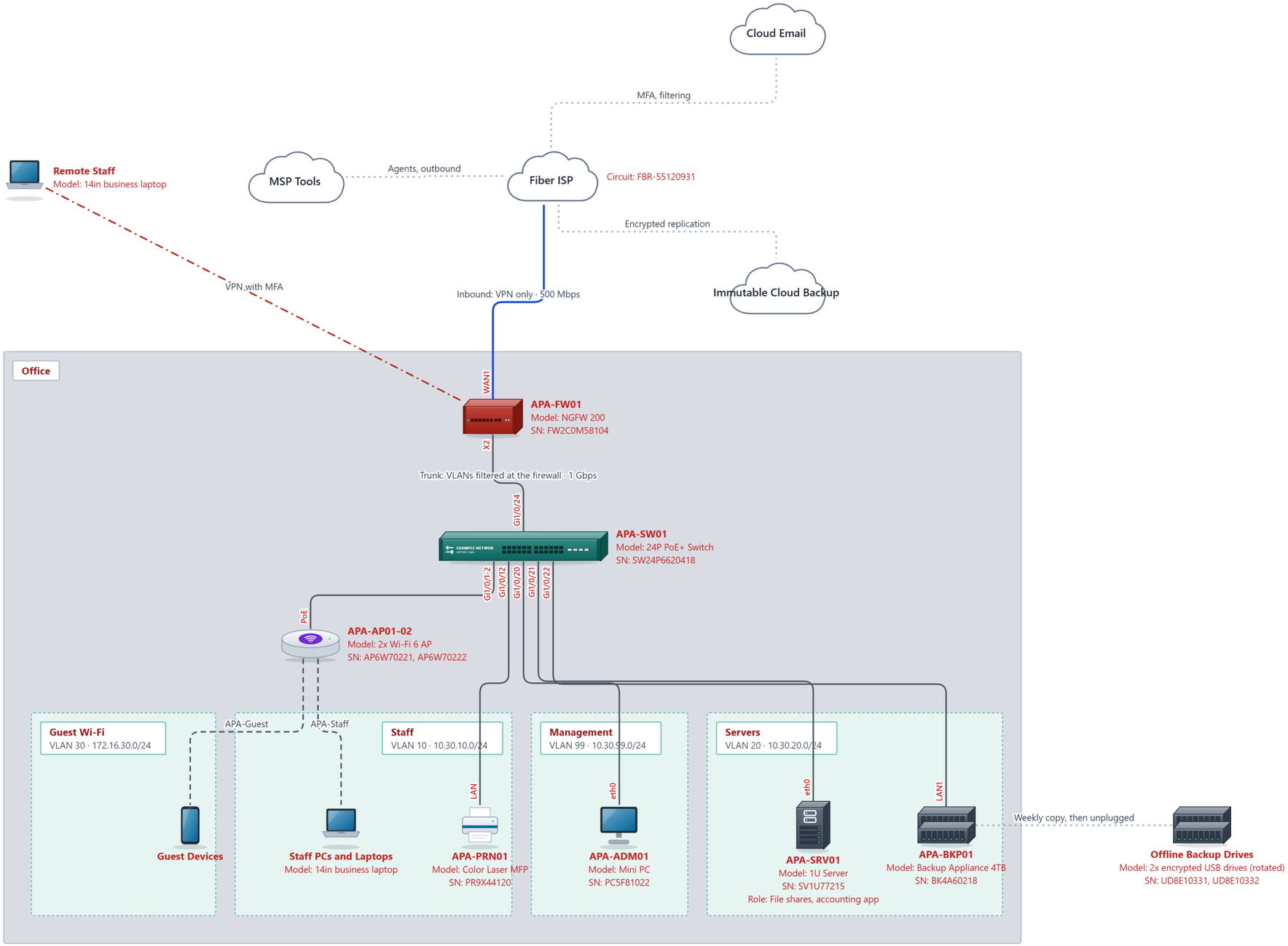
Media Type Key
Copper
Wireless Link
WAN Circuit
VPN Tunnel
Logical
Data Flow

Insurance questionnaire: where each answer is drawn

- MFA: VPN, email, admin accounts
- EDR on every PC and server
- No RDP open to the internet
- Admin work only from APA-ADM01 (VLAN 99)
- Guest Wi-Fi kept apart (VLAN 30)
- Backups: local, immutable cloud, offline

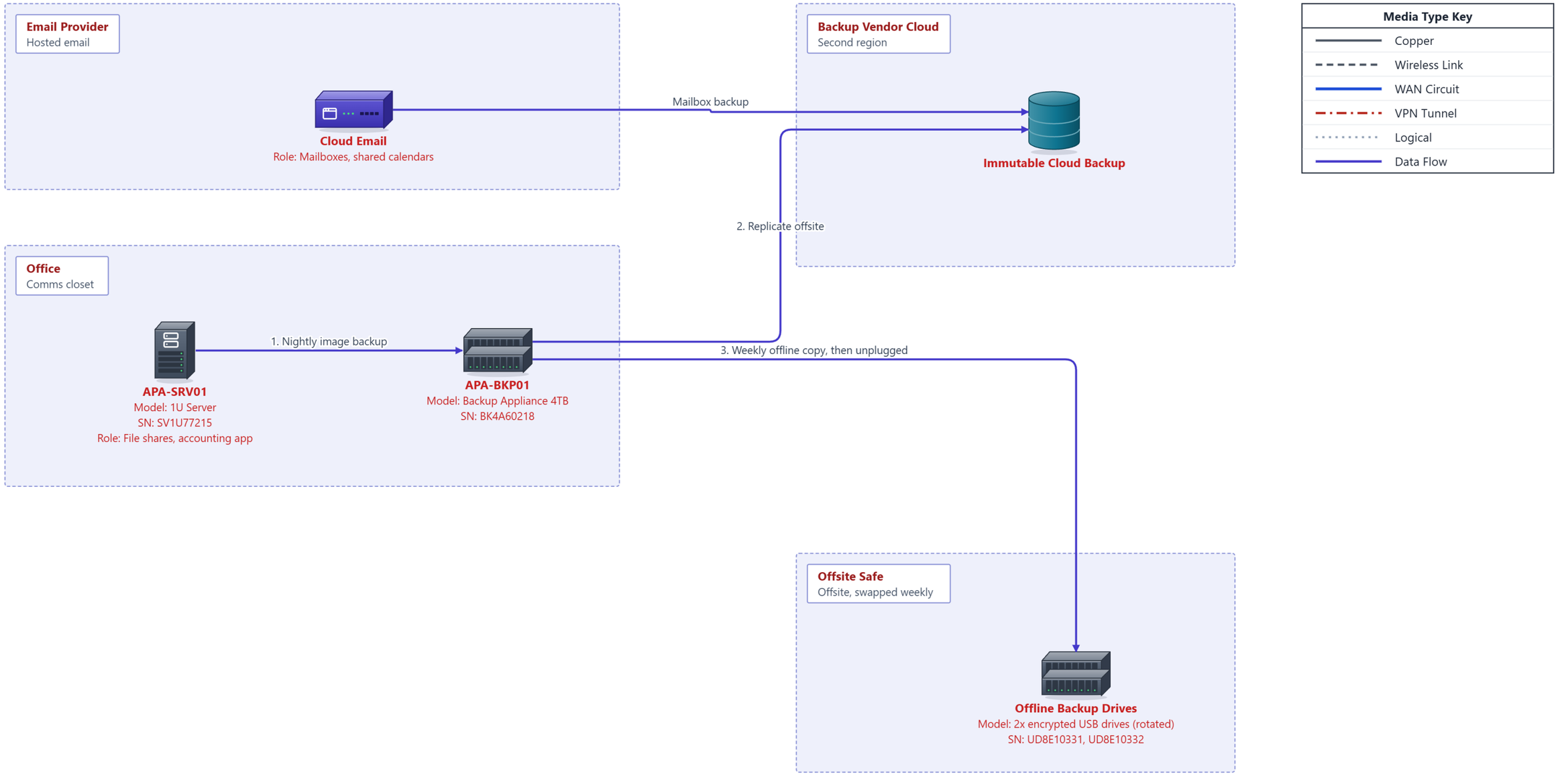
Check it against the office before each renewal.



DOCUMENT
Alder Point Accounting - Network and Backups for Cyber Insurance
Alder Point Accounting · 210 Harbor Road, Suite 3, Springfield

SHEET TITLE
Office Network

VERSION	LAST CHANGED	VERIFIED	SHEET
1.0	2026-11-25		1 of 7
DRAWN BY	LAST EDITOR	APPROVED	



DOCUMENT
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SHEET TITLE
Backups (3-2-1)

VERSION	LAST CHANGED	VERIFIED	SHEET
1.0	2026-11-25		2 of 7
DRAWN BY	LAST EDITOR	APPROVED	

Device Inventory 18 devices

Hostname	Type	Vendor / model	Serial	Mgmt IP	Area	Location	Page
Remote Staff	Laptop	Example Computers 14in business laptop					Office Network
MSP Tools	Cloud Provider						Office Network
Fiber ISP	ISP / Carrier						Office Network
Cloud Email	Cloud Provider						Office Network
Immutable Cloud Backup	Cloud Provider						Office Network
APA-FW01	Firewall	Example Networks NGFW 200	FW2C0M58104	10.30.99.1	Office	Comms closet, Rack 1, U10	Office Network
APA-SW01	Switch	Example Networks 24P PoE+ Switch	SW24P6620418	10.30.99.2	Office	Comms closet, Rack 1, U8	Office Network
APA-AP01-02	Wireless AP	Example Networks 2x Wi-Fi 6 AP	AP6W70221, AP6W70222	10.30.99.11, 10.30.99.12	Office	Office ceiling	Office Network
Guest Devices	Mobile Device				Guest Wi-Fi		Office Network
Staff PCs and Laptops	Laptop	Example Computers 14in business laptop			Staff		Office Network
APA-PRN01	Printer	Example Printers Color Laser MFP	PR9X44120	10.30.10.30	Staff		Office Network
APA-ADM01	Workstation	Example Computers Mini PC	PC5F81022	10.30.99.20	Management		Office Network
APA-SRV01	Server	Example Systems 1U Server	SV1U77215	10.30.20.10	Servers	Comms closet, Rack 1, U6	Office Network
APA-BKP01	Storage / NAS	Example Storage Backup Appliance 4TB	BK4A60218	10.30.20.20	Servers	Comms closet, Rack 1, U4	Office Network
Offline Backup Drives	Storage / NAS	Example Storage 2x encrypted USB drives (rotated)	UD8E10331, UD8E10332			Offsite safe, swapped weekly	Office Network
APA-SRV01	Server	Example Systems 1U Server	SV1U77215	10.30.20.10	Office	Comms closet, Rack 1, U6	Backups (3-2-1)
APA-BKP01	Storage / NAS	Example Storage Backup Appliance 4TB	BK4A60218	10.30.20.20	Office	Comms closet, Rack 1, U4	Backups (3-2-1)
Offline Backup Drives	Storage / NAS	Example Storage 2x encrypted USB drives (rotated)	UD8E10331, UD8E10332		Offsite Safe	Offsite safe, swapped weekly	Backups (3-2-1)

Link / Cabling Schedule 14 links

Cable ID	End A	Interface	End B	Interface	Media	Speed	VLANs	Length	Test	Label / notes	Page
	Fiber ISP		APA-FW01	WAN1	WAN Circuit	500 Mbps				Inbound: VPN only	Office Network
	Remote Staff		APA-FW01		VPN Tunnel					VPN with MFA	Office Network
	Fiber ISP		MSP Tools		Logical					Agents, outbound	Office Network
	Fiber ISP		Cloud Email		Logical					MFA, filtering	Office Network
	Fiber ISP		Immutable Cloud Backup		Logical					Encrypted replication	Office Network
APA-C002	APA-FW01	X2	APA-SW01	Gi1/0/24	Copper	1 Gbps	10,20,30,99	1 m	Pass	Trunk: VLANs filtered at the firewall	Office Network
APA-D001-002	APA-SW01	Gi1/0/1-2	APA-AP01-02	PoE	Copper		99 native, 10, 30		Pass		Office Network
	APA-AP01-02		Guest Devices		Wireless Link					APA-Guest	Office Network
	APA-AP01-02		Staff PCs and Laptops		Wireless Link					APA-Staff	Office Network
APA-D012	APA-SW01	Gi1/0/12	APA-PRN01	LAN	Copper		10	18 m	Pass		Office Network
APA-C020	APA-SW01	Gi1/0/20	APA-ADM01	eth0	Copper		99	3 m	Pass		Office Network
APA-C021	APA-SW01	Gi1/0/21	APA-SRV01	eth0	Copper		20	1 m	Pass		Office Network
APA-C022	APA-SW01	Gi1/0/22	APA-BKP01	LAN1	Copper		20	1 m	Pass		Office Network
	APA-BKP01		Offline Backup Drives		Logical					Weekly copy, then unplugged	Office Network

VLAN / Subnet Table 4 VLANs

VLAN	Name	Subnet	Gateway	DHCP scope / helper	Devices	Page
10	Staff	10.30.10.0/24	10.30.10.1	APA-FW01	2	Office Network
20	Servers	10.30.20.0/24	10.30.20.1	Static	2	Office Network
30	Guest Wi-Fi	172.16.30.0/24	172.16.30.1	APA-FW01, client isolation	1	Office Network
99	Management	10.30.99.0/24	10.30.99.1	Static	1	Office Network

Data Flows 4 flows

From	To	Data	Class.	Sensitive data	Protocol / port	Encryption	Purpose	Page
APA-SRV01 (Office)	APA-BKP01 (Office)	Server image	Confidential	Financial, Personal info	Backup agent, TLS	TLS 1.2	Local copy for fast restores	Backups (3-2-1)
APA-BKP01 (Office)	Immutable Cloud Backup (Backup Vendor Cloud)	Encrypted backup set	Confidential	Financial, Personal info	HTTPS 443	TLS 1.2	Immutable offsite copy for ransomware recovery	Backups (3-2-1)
APA-BKP01 (Office)	Offline Backup Drives (Offsite Safe)	Full backup set	Confidential	Financial, Personal info	USB 3, drive unplugged after copy	Other encryption	Offline copy that malware on the network cannot reach	Backups (3-2-1)
Cloud Email (Email Provider)	Immutable Cloud Backup (Backup Vendor Cloud)	Mailboxes	Confidential	Financial, Personal info	HTTPS 443 (provider API)	TLS 1.2	Recover deleted or encrypted mail	Backups (3-2-1)

Data Stores 5 stores

Data store	Stores	Class.	Sensitive data	Encrypted at rest	Kept for	Region	Owner	Boundary
APA-BKP01	Nightly image backups of APA-SRV01, 30 restore points	Confidential	Financial, Personal info	Yes	30 days	Office comms closet	MSP	
Offline Backup Drives	Weekly full copy of APA-BKP01	Confidential	Financial, Personal info	Yes	2 drives, 1 week each	Offsite safe	Office manager	
APA-BKP01	Nightly image backups of APA-SRV01, 30 restore points	Confidential	Financial, Personal info	Yes	30 days	Office comms closet	MSP	Office
Immutable Cloud Backup	Replicated server backups and mailbox backups	Confidential	Financial, Personal info	Yes	90 days, locked for the first 30	Backup vendor, second region	MSP	Backup Vendor Cloud
Offline Backup Drives	Weekly full copy of APA-BKP01	Confidential	Financial, Personal info	Yes	2 drives, 1 week each	Offsite safe	Office manager	Offsite Safe