The following four issues must be considered when developing a Vital Record Protection Plan:

1. Begin by classifying all records into one of the following categories:
   * General
   * Important
   * Critical
   * Vital
   * Reference document
2. Include information on the location of critical and vital records in your Emergency Action Plan.
3. Review safety and security procedures for the protection of vital records at least annually.
4. Include information in the Emergency Action Plan on how to access records stored off-site.

Use this form to organize all significant records rated Critical or Vital at minimum. Subsets of this information can be included with other records.

Record Identifier: Is access restricted: Yes: No:

Record Title: Location:

Author:

Creation Date: Retention Period:

This record is classified as: General\_\_\_\_\_Important\_\_\_\_ Critical\_\_\_\_\_\_Vital\_\_\_\_\_\_Reference Doc\_\_\_\_\_

Format of Record: Paper Electronic Photo Other

What business activity would be affected if this record was lost or destroyed?

Is the original of this document required? Yes No \_\_ Has the record been duplicated? Yes No \_\_

Can the information in this record be recreated from other sources? Yes No

Who is authorized to access this record?

* •
* •

How is this record being protected?

In an impending emergency, should this record be moved to a secure location? Yes No

If special handling of the record is required, please specify:

Additional Comments: