



Vital Records

Use this form to identify records that are vital to perform your critical business functions. Use *Media* to indicate if the record is a print version, on a CD, etc.

You can download copies of this form from: http://www.disastersafety.org/business_protection.
Save a blank version so you can make additional copies as needed.

Name Of Vital Record:		
Business Function It Supports:		
Media:	<input type="checkbox"/> Network <input type="checkbox"/> Hard drive <input type="checkbox"/> External hard drive <input type="checkbox"/> Laptop <input type="checkbox"/> CD <input type="checkbox"/> Flash drive	<input type="checkbox"/> Print version <input type="checkbox"/> Microfilm <input type="checkbox"/> Internet <input type="checkbox"/> Other Explain:
Is It Backed Up?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Media For Backup:	<input type="checkbox"/> Network <input type="checkbox"/> Hard drive <input type="checkbox"/> External Hard Drive <input type="checkbox"/> Laptop <input type="checkbox"/> CD <input type="checkbox"/> Flash drive	<input type="checkbox"/> Print version <input type="checkbox"/> Microfilm <input type="checkbox"/> Internet <input type="checkbox"/> Other Explain:
How Often Is It Backed Up?	<input type="checkbox"/> Hourly <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly	<input type="checkbox"/> Semi-Annually <input type="checkbox"/> Yearly <input type="checkbox"/> Never <input type="checkbox"/> Other Explain:
Where Is It Stored?		
Can The Record Be Recreated?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Recovery Notes:		