

Vital Records



Institute for Catastrophic
Loss Reduction
Building resilient communities

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

Save a blank version of this form so you can make additional copies as needed.

- Media**
- Network
 - Microfilm
 - Laptop
 - Other (explain)

- Print Version
- External Hard Drive
- CD

- Hard Drive
- Internet
- Diskette

- Is it backed up?**
- Yes

- No

- Media for backup**
- Network
 - Microfilm
 - Laptop
 - Other (explain)

- Print Version
- External Hard Drive
- CD

- Hard Drive
- Internet
- Diskette

- How often is it backed up?**
- Hourly
 - Monthly
 - Yearly
 - Other (explain)

- Daily
- Quarterly
- Never

- Weekly
- Semi-Annually

Where is it stored?

- Can the record be recreated?**
- Yes

- No

Recovery Notes



A program of the Insurance Institute
for Business & Home Safety