

Vital Records

Use this form to identify records that are invaluable to the continuity of your business.

Name of Vital Record:		
Media (Record is stored on):	<input type="checkbox"/> Network <input type="checkbox"/> Hard drive <input type="checkbox"/> Laptop <input type="checkbox"/> CD <input type="checkbox"/> Diskette	
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"/> Laptop <input type="checkbox"/> CD <input type="checkbox"/> Diskette	<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
Where is it stored?		
Can the record be recreated?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Business Function it supports:		
Recovery Notes:		