Worksheet #5: Vital Records, Systems, and Equipment

List the records, systems, and equipment that are necessary for essential functions for up to thirty days. Include the networks or servers that must be operational as well to support the equipment and systems. Records can be in electronic or paper form. If it is electronic, list the software used. Also, identify the type of vital record – active, static, or court.

Do not include records, systems, or equipment that may be useful but are not essential to performing the function.

**Cabinet: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Essential Function**  | **Vital Record** | **Equipment or Systems** | **Networks or Servers that must be Operational to Support the Critical System or Equipment** | **Description** | **Form and Type of Record or System** | **RTO** |
| *Paying personnel*  | *Payroll Records* | *Computer; Pay-All software systems* | *Intel Network* | *Records are needed to pay personnel*  | *Electronic; Active* | *Less than 72 hours* |
| *Cash Flow Management* | *Cash Balances* | *Computer* | *Direct Website* | *Monitoring of cash balances and transfers* | *Electronic,**Active* | *0 to 12 hours* |
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