Worksheet #6: Vital Records, Systems, and Equipment Protection Methods

For each vital record, system, or equipment identified in Worksheet #5, list where the records are kept or where the equipment or systems reside; how often they are backed up, revised or maintained; any particular methods of protection including security measures; and the contact information of any vendor that works with the vital records, equipment, or systems. Those vital records, systems, or equipment that have no protection, other than back-up or duplicate copies, might be candidates for additional protection measures. In those cases, consider and recommend additional protection methods in the second to last column.

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

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| **Vital Record, Systems, Equipment** | **Storage Location** | **Maintenance Frequency** | **Current Protection Method(s)** | **Recommendations for Additional Protection Method(s) (if necessary)** | **Vendor Contacts** |
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