

Checklist: Is It a Vital Record?

Answer the following questions for each record series you are evaluating.

Record Name: _____

Function: _____

Retention: _____ Location: _____

Backed up?

IT contact name: _____

Backup frequency: _____

IT contact email: _____

What would we be unable to do if these records were lost?

Can our work be carried forward without these records?

1 2 3 4 5
Low Medium High

If the records were destroyed, how severe would the consequences be?

1 2 3 4 5
Low Medium High

How much of an impact would losing these records have on students and UW employees?

1 2 3 4 5
Low Medium High

How high would reconstruction costs be, taking into account time and money?

1 2 3 4 5
Low Medium High

How soon after an emergency would we need to access the records?

1 2 3 4 5
Low Medium High

Can these records be replaced from other source(s)?

1 2 3 4 5
Yes Possibly No

Which sources? _____

When it's a Vital Record, protect it:

Protection method: _____

Completed by: _____

Date: _____

Add your score from each question together for a

TOTAL SCORE: _____

25 - 30 = VITAL

18 - 24 = Important

11 - 17 = Useful

6 - 10 = Non-essential