

Info-byte:
Vital Records

What are vital records?

- Those records essential to on-going business operations during and after a disaster
- They are not necessarily of permanent value
- They may be active or inactive
- They may be originals or copies
- They are probably version-sensitive (e.g.: staff telephone list)

How do we protect them?

- Identify them
- Copy them
- Disperse them
- Keep originals in high security accommodation
- Disaster prevention measures
- Ensure list of vital records is kept up to date

More information

- “Managing Vital Electronic Records”, Chapter 6 in *Managing Electronic Records* by William Saffady, ARMA International (3/2002)
- *Vital Records*, ARMA International (1993)
- “Vital Records”, Chapter 10 in *Records Management Handbook* IA Penn, G Pennix, J Coulson, Gower (2/1994)

