

General Categories of Vital Records

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| 1. What does the organization own? | Property & Equipment Inventories |
| 2. What moneys are owed to organization? | Accounts receivable, Contracts, Leases |
| 3. What moneys are owed to others? | Accounts Payable, Loans, other fiscal obligations |
| 4. What benefits are due employees? | Payroll, Insurance, Retirement |
| 5. How can the organization rebuild? | Building plans, Engineering Drawings |
| 6. How does the organization operate? | Orders of succession, Delegations of Authority, Staffing assignments |
| 7. Is critical data on the computer? | System documentation and backups, software Manuals |
| 8. Where are cash and securities located? | Bank records |
| 9. How does the organization manage? | Directors meeting minutes, Reports, Official Statements |
| 10. What steps do employees follow to complete their job tasks? | Policy and Procedures manuals, directives |
| 11. How and where are vital records located? | Vital records inventory and plan |
| 12. How does the organization know Where and what records it has? | Retention schedules, File plans |
| 13. How does the organization operate during a disaster? | Disaster plan, COOP |