

Appendix 1

Records Risk Analysis and Mitigation Methods				
		Probability of loss or damage		
		Low	Medium	High
Impact of loss or damage	Low	Accept and monitor risk.	Protect useful and important records through management procedures.	Protect useful and important records through management procedures.
	Medium	Recovery procedures for important records are included in the business continuity plan.	Reduce risk where possible; recovery procedures for important records are included in business continuity plan.	Reduce risk; recovery procedures for important records are included in business continuity plan.
	High	Protect essential records; recovery procedures included in the business continuity plan.	Reduce risk where possible; protect essential records; recovery procedures for important records are included in business continuity plan.	Reduce risk; protect essential records; recovery procedures for important records are included in business continuity plan.