

**Vital Records: Vital Records Checklist**

Record Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of Function: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Retention: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Format: Paper \_\_\_\_\_ Tape \_\_\_\_\_ Disk\_\_\_\_\_ Microfilm \_\_\_\_\_

Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please answer the following question for each **record series[[1]](#footnote-1)** that is being evaluated.

1. What business activities would we be unable to do if these records were destroyed?

2. Could these activities be carried forward without the record?

1 2 3 4 5

Low medium high

3. What would the consequences to the University be?

1 2 3 4 5

Low medium high

4. How much of an impact would losing the records have on students, employees and other stakeholders eg funding bodies

1 2 3 4 5

Low medium high

5. In your opinion how high would the records/information reconstruction costs be? (ie time and money)

1 2 3 4 5

Low medium high

5. How quickly would the information need to be reproduced?

1 2 3 4 5

Low medium high

Why?

6. Could the records be replaced from another source(s)?

1 2 3 4 5

Yes possibly no

Please specify where:

Please add all the circled numbers together for a total: \_\_\_\_\_\_\_

*Scoring key: Example: Score* ***31 = Vital***

|  |  |  |  |
| --- | --- | --- | --- |
| 1-9 (non-essential) | 10-19 (Useful) | 20-29 (Important) | 30-35(Vital) |

Records Protection Method:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Completed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. A record series is a group of files or documents kept together because they relate to a particular subject or function, result from the same activity, document a specific type of transaction, or take a particular physical form. [↑](#footnote-ref-1)