DRAFT

Vital Records Inventory, Part 1: High-Level Organization Summary

Organization: Alberta Ministry of
Last Update: 2004-MM-DD
Completed By:

1 Vital Records Required to Activate and Continue EM / BC[1] Procedures		

2 Vital Records to Support Critical – Vital – Necessary – Desired Services[2]:		
Critical Service #1:[3]	*Main Set(s) of Records:[4]* 1. 2.	*Contact(s):* •
Critical Service #2:	*Records:* 1.	*Contact(s):* •
Vital Service #1:	*Records:* 1. 2. 3.	*Contact(s):* •
Vital Service #2:	*Records:*	*Contact(s):* •
Necessary Service #1:	*Records:*	*Contact(s):* •
Etc.		

3 Vital Records Required to Preserve Legal/Financial Rights and Obligations		

4 Vital Records Required to Establish Government Authority		

5 Other Records that Require Protection		

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[1] EM / BC = Emergency Management/ Business Continuity
[2] "Critical – Vital – Necessary – Desired" services as defined in the organization's Business Continuity Plan.
[3] Use short descriptive titles for the service, e.g. "Emergency foster care", "Forest fire response coordination." This information will be used again in the "Vital Records Inventory, Part 2: Detailed Records Information" form.
[4] One or more main sets of records that the organization would need to resume the required service after an interruption. Use short, descriptive titles for each main set of required records, e.g. "Client case files", "Foster care provider files", "Request processing procedures", "Incident site maps". This information will be used again in the "Vital Records Inventory, Part 2: Detailed Records Information" form.

Last revised April 13, 2004