

Vital Records Inventory, Part 2: Detailed Records Information

Organization: Alberta Ministry of

Last Update: 2004-MM-DD

Completed By:

CRITICAL SERVICE #1: ¹	
BCP #: ²	

❖ BUSINESS PROGRAM INFORMATION	
<i>Business Unit Name:</i>	<i>Records Contact(s): Name/Work Phone:</i>
<i>Business Unit Location (Address/Building / Floor / Room #, quadrant, description):</i>	

❖ RECORDS INFORMATION (Main set 1) ³	
<i>Title (one or more series):</i> - -	
<i>Analysis: How are these records used? Consequences if they're unavailable or lost?</i>	
<i>Related Classification System Number(s):</i>	<i>Related Schedule/Items Number(s):</i> ⁴
Medium (main set): ⁵	Location (main set): ⁶
<i>Paper</i>	<ul style="list-style-type: none"> • • • • •
<i>Other Hard Copy</i>	
<i>Network Directory</i>	
<i>Database/Data Store</i>	
<i>Web site</i>	
<i>Other electronic</i>	
<i>Floor Plan #:</i>	
Medium (backup sets):	Location (backup sets): ⁷
<i>Paper</i>	<ul style="list-style-type: none"> • • •
<i>Other Hard Copy</i>	
<i>Network Directory</i>	
<i>Database/Data Store</i>	
<i>Web site</i>	
<i>Other electronic</i>	
<i>Floor Plan #:</i>	

Vital Records Inventory, Part 2: Detailed Records Information

❖ RECORDS INFORMATION (Main set 2)	
<i>Title (one or more series):</i> - -	
<i>Analysis: How are these records used? Consequences if they're unavailable or lost?</i>	
<i>Related Classification System Number(s):</i>	<i>Related Schedule/Items Number(s):</i>
Medium (main set):	Location (main set):
<i>Paper</i>	<ul style="list-style-type: none"> • • • • •
<i>Other Hard Copy</i>	
<i>Network Directory</i>	
<i>Database/Data Store</i>	
<i>Web site</i>	
<i>Other electronic</i>	
<i>Floor Plan #:</i>	
Medium (backup sets):	Location (backup sets):
<i>Paper</i>	<ul style="list-style-type: none"> • • •
<i>Other Hard Copy</i>	
<i>Network Directory</i>	
<i>Database/Data Store</i>	
<i>Web site</i>	
<i>Other electronic</i>	
<i>Floor Plan #:</i>	

¹ Substitute "Vital Service #3", "Necessary Service #2" etc., from the BCP as appropriate. Inventory each service separately.

² Unique number from the organization BCP if applicable.

³ A main set of records the organization would need to resume the service after an interruption. Not necessarily the same as the scheduled "Master set". Repeat (insert) "main set / other set" blocks as required for each main set of records.

⁴ If no schedule use "Not scheduled".

⁵ All that are applicable to comprise a complete "main set". Do not include "backup", or "copy set" media or locations here.

⁶ Include the following information as applicable:

- [Physical location (Paper, Other hard copy)] and/or
- [Directory path, Database name, web address, etc.]
- [Volume of records and/or gigabytes, etc.]
- [Frequency of use of this information as "x times / day"]
- [Access tools (databases, indexes, lists, logs, etc.)]

⁷ Include the following information as applicable:

- [Physical location (Paper, Other hard copy)] and/or
- [Directory path, Database name, web address, etc.]
- [Access tools (databases, indexes, lists, logs, etc.)]