

**ANNEX G – VITAL RECORDS**

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<b>IDENTIFY VITAL RECORDS, SYSTEMS, AND DATA (PLEASE DESCRIBE IF NECESSARY)</b>	<b>PLANS FOR PROTECTION, DUPLICATION, AND MOVEMENT OF RECORDS</b>	<b>LOCATION AND ACCESSIBILITY OF VITAL RECORDS</b>	<b>ACCURACY AND CURRENCY OF RECORDS (DATE)</b>

Legend

**Vital records, systems, and data** – Information, records, databases, procedures, and other information necessary to support mission-essential functions and sustain operations.

**Protection, duplication, and movement** – Identify policies in place to restrict how the information is guarded, procedures for duplication, how the information is backed-up and stored, and how the material is distributed.

**Location** – Where are the vital records/systems/data currently located? Where are the back-up records/systems/data located? Are records in electronic or hard copy format? Can records be accessed from an alternate site if the primary site is inaccessible?

**Accuracy and currency of records** – Are records up to date? On what date was the records/systems/data last reviewed/updated?