VITAL RECORDS PROTECTION METHODS

For each vital record identified in the Vital Records Worksheet, list where the records are kept; how often they are backed up or revised; and any particular methods of protection, including security measures. Those vital records that have no protection other than backup or duplicate copies may be candidates for additional protection measures. In those cases, consider and recommend additional protection methods in the last column.

Vital Record	Storage Location	Maintenance Frequency	Current Protection Method(s)	Additional Protection Method(s)