Vital Records: Appendix 1: Vital Records Checklist

| Record Title: | ______________________________________________________ |
| Description of Function: | ______________________________________________________ |
| Location: | __________________________ | Retention: | __________________________ |
| Format: | Paper | Tape | Disk | Photo |

Answer the following questions for each record series you are evaluating:

- What would we be unable to do if these records were destroyed?

- Can the work be carried forward without the record? 1 2 3 4 5
  - low  medium  high

- How high would the consequences to the University be? 1 2 3 4 5
  - low  medium  high

- How much of an impact would losing the records have on students and Sac State employees? 1 2 3 4 5
  - low  medium  high

- How high would reconstruction costs be? (Time and money) 1 2 3 4 5
  - low  medium  high

- How quickly would the information need to be reproduced? 1 2 3 4 5
  - low  medium  high

  Why?

- Can the records be replaced from another source(s)? 1 2 3 4 5
  - yes  possible  no

  Where?

Add all the circled numbers together for a TOTAL: ________________

Key: 1-9 Nonessential  10-19 Useful  20-25 Important  26-30 Vital

FOR VITAL RECORDS ONLY:

| Protection Method: | __________________________ | Completed by: | ____________ |
| Location of other copies: | __________________________ | Date | ____________ |