Worksheet #18: Vital Records Protection Methods

For each vital record identified in Worksheet #17, 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 protective measures. In those cases, consider and recommend additional protection methods in the last column.

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

Source: the Maryland Emergency Management Agency (MEMA) COOP Manual