

## Vital Records: Priority A

*Immediately required to support emergency response and business continuity operations.*

<b>Business Disaster Plan</b>	<input type="checkbox"/> On-site copy <input type="checkbox"/> Off-site duplicate <input type="checkbox"/> Digital copy <input type="checkbox"/> Digital backup
<b>Facility plans &amp; drawings</b>	<input type="checkbox"/> On-site copy <input type="checkbox"/> Off-site duplicate <input type="checkbox"/> Digital copy <input type="checkbox"/> Digital backup
<b>Business emergency contact list</b>	<input type="checkbox"/> On-site copy <input type="checkbox"/> Off-site duplicate <input type="checkbox"/> Digital copy <input type="checkbox"/> Digital backup
<b>Staff emergency contact list</b>	<input type="checkbox"/> On-site copy <input type="checkbox"/> Off-site duplicate <input type="checkbox"/> Digital copy <input type="checkbox"/> Digital backup
	<input type="checkbox"/> On-site copy <input type="checkbox"/> Off-site duplicate <input type="checkbox"/> Digital copy <input type="checkbox"/> Digital backup
	<input type="checkbox"/> On-site copy <input type="checkbox"/> Off-site duplicate <input type="checkbox"/> Digital copy <input type="checkbox"/> Digital backup
	<input type="checkbox"/> On-site copy <input type="checkbox"/> Off-site duplicate <input type="checkbox"/> Digital copy <input type="checkbox"/> Digital backup

## Vital Records: Priority B

*Necessary to resume normal business operations in the aftermath of an emergency event.*

<b>Current contracts</b>	<input type="checkbox"/> On-site copy <input type="checkbox"/> Off-site duplicate <input type="checkbox"/> Digital copy <input type="checkbox"/> Digital backup
<b>Current financial documents</b>	<input type="checkbox"/> On-site copy <input type="checkbox"/> Off-site duplicate <input type="checkbox"/> Digital copy <input type="checkbox"/> Digital backup
<b>Client emergency contact list</b>	<input type="checkbox"/> On-site copy <input type="checkbox"/> Off-site duplicate <input type="checkbox"/> Digital copy <input type="checkbox"/> Digital backup
<b>Investor/board contact list</b>	<input type="checkbox"/> On-site copy <input type="checkbox"/> Off-site duplicate <input type="checkbox"/> Digital copy <input type="checkbox"/> Digital backup
<b>Supplier/third party contact list</b>	<input type="checkbox"/> On-site copy <input type="checkbox"/> Off-site duplicate <input type="checkbox"/> Digital copy <input type="checkbox"/> Digital backup
<b>State &amp; local permits &amp; licenses</b>	<input type="checkbox"/> On-site copy <input type="checkbox"/> Off-site duplicate <input type="checkbox"/> Digital copy <input type="checkbox"/> Digital backup
	<input type="checkbox"/> On-site copy <input type="checkbox"/> Off-site duplicate <input type="checkbox"/> Digital copy <input type="checkbox"/> Digital backup
	<input type="checkbox"/> On-site copy <input type="checkbox"/> Off-site duplicate <input type="checkbox"/> Digital copy <input type="checkbox"/> Digital backup
	<input type="checkbox"/> On-site copy <input type="checkbox"/> Off-site duplicate <input type="checkbox"/> Digital copy <input type="checkbox"/> Digital backup

## Vital Records: Priority C

*Essential for legal or audit purposes but not required for emergency or normal business operations.*

<b>Property leases/ deeds</b>	<input type="checkbox"/> On-site copy <input type="checkbox"/> Off-site duplicate <input type="checkbox"/> Digital copy <input type="checkbox"/> Digital backup
<b>Historical financial records</b>	<input type="checkbox"/> On-site copy <input type="checkbox"/> Off-site duplicate <input type="checkbox"/> Digital copy <input type="checkbox"/> Digital backup
<b>Trademark/patent documents</b>	<input type="checkbox"/> On-site copy <input type="checkbox"/> Off-site duplicate <input type="checkbox"/> Digital copy <input type="checkbox"/> Digital backup
<b>Shareholder documents</b>	<input type="checkbox"/> On-site copy <input type="checkbox"/> Off-site duplicate <input type="checkbox"/> Digital copy <input type="checkbox"/> Digital backup
	<input type="checkbox"/> On-site copy <input type="checkbox"/> Off-site duplicate <input type="checkbox"/> Digital copy <input type="checkbox"/> Digital backup
	<input type="checkbox"/> On-site copy <input type="checkbox"/> Off-site duplicate <input type="checkbox"/> Digital copy <input type="checkbox"/> Digital backup
	<input type="checkbox"/> On-site copy <input type="checkbox"/> Off-site duplicate <input type="checkbox"/> Digital copy <input type="checkbox"/> Digital backup