

# Working with Vital Records

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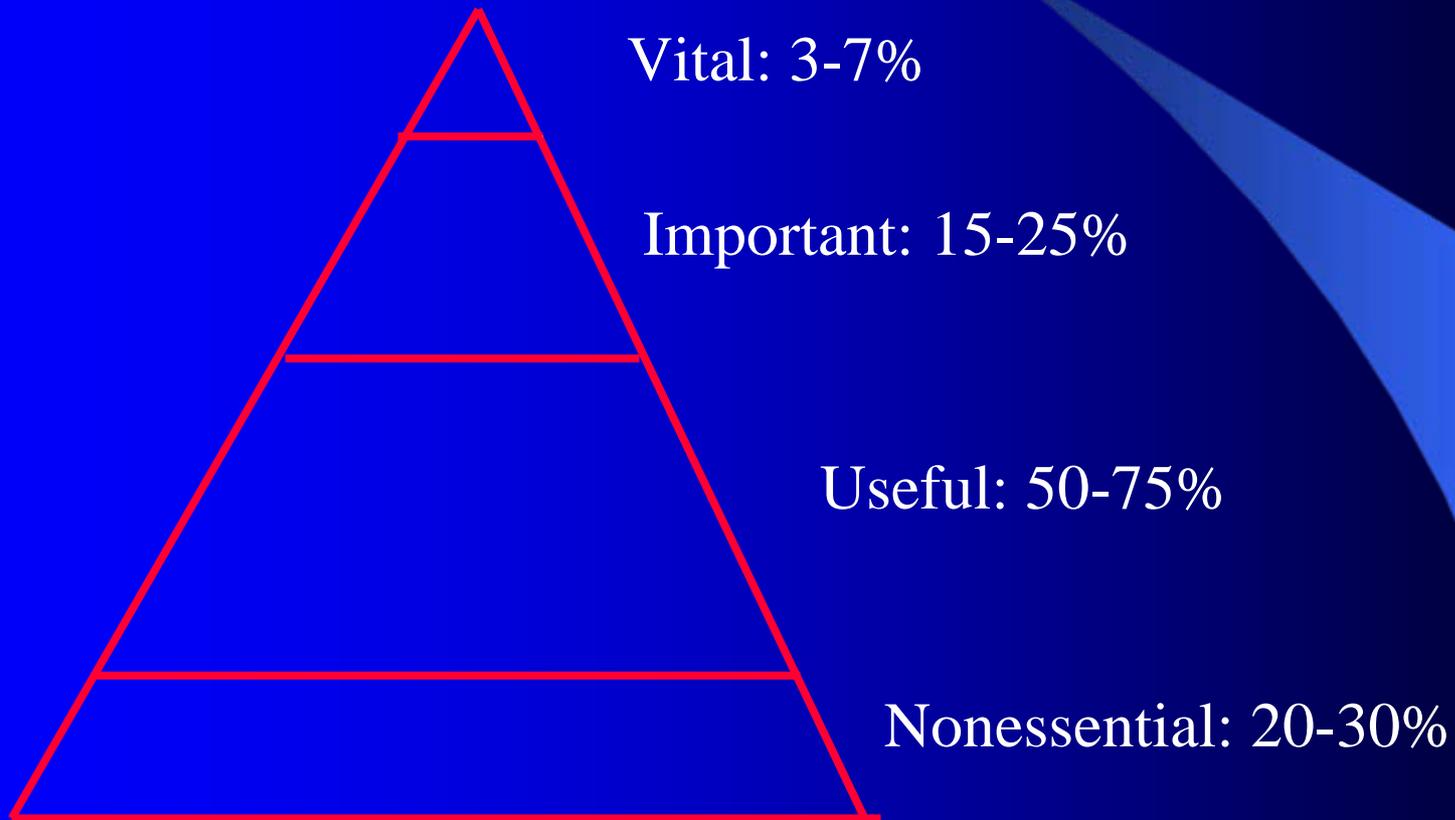
# Overview

- Vital records – part of records management
- Basic definitions:
  1. Record
  2. Vital record

# Value of Vital Records

- Operate during a disaster
- Resume business after a disaster
- Reestablish legal and financial status of the organization

# Record Value Scale



# Types of Vital Records

- Emergency operating records
- Legal and financial rights records

# Emergency Operating Records

- Establishes legal status of organization
- Provides guidance on who is in charge
- Documents operations
- Defines who you are and what you do
- Needed during first 24-48 hours

# Legal & Financial Rights Records

- Needed to recreate legal and financial operations and safeguard interests of organization and its customers
- Needed within first 1-2 weeks

# Characteristics of Vital Records

- Dynamic – change over time
- Static – no updates

# Identifying Vital Records

- Categories – see handout
- Essential functions
- Prioritize essential functions

# Tools for Identifying Vital Records

- Mission and function statements
- Record keeping policies and procedures
- COOP
- Record retention schedules

# Protecting Vital Records

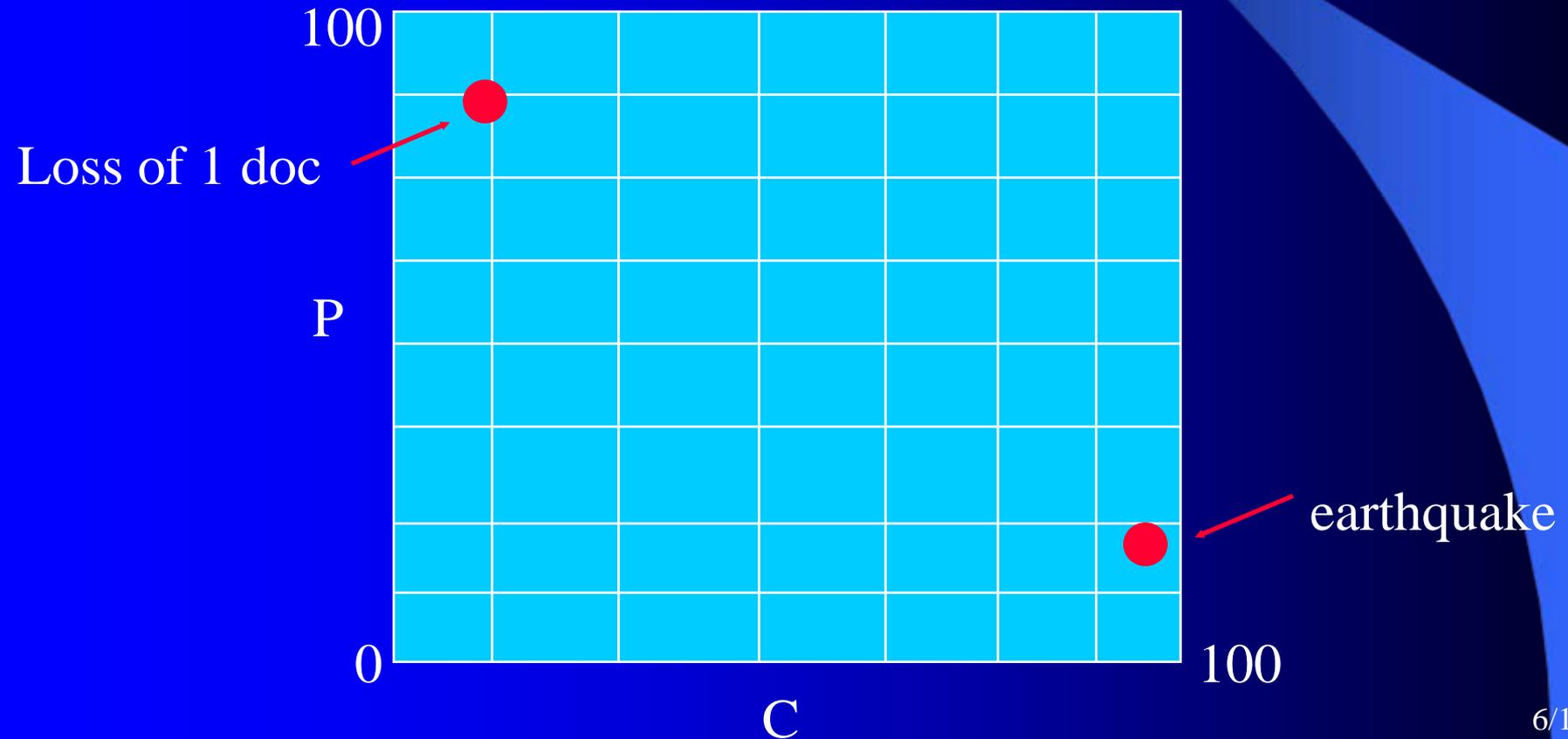
- Identify and assess risks and hazards
- Two elements: likelihood and consequence

# Risk Assessment

- Current storage and media
- Recreation of destroyed records
- Off-site storage
- Alternate media
- Duplication

# Risk Assessment Formula

- Risk = probability x consequence



# Ranking Emergencies

- Lost document
- Lose of groups of records
- Localized event
- Destruction of building
- Regional disaster
- War

# Risk Identification by Location

- Interview experts
- Physical surveys
- Brainstorming

# Identify Protection Strategies

- Prevention
- Mitigation
- Dispersal
- Evacuation
- E-vaulting
- Vaults
- Reformatting

# Storing Vital Records

- On-site
- Off-site

# Accessing Vital Records

- Prioritizing access
- Storage considerations
- Formats

# Developing a Schedule

- Detailed list of record contents
- “Fly away” kit

# Creating a Vital Records Program

- Establish scope of program
- Identify program requirements
- Determine needed resources
- Collect information
- Obtain management support

# Implementing the Program

- Issue directive establishing program
- Assign responsibilities
- Create program manual
- Train staff
- Test, review, and update procedures
- Report findings to management and staff

# Further Information

- National Archives and Records Administration:<https://nara.learn.com>
- CalRIM (California Records and Information Management Program):  
<http://www.documents.dgs.ca.gov/osp/calrim/DisasterHndbk12-03.pdf>