



## **Vital Records**

### **Vital Records are those which are required to:**

Establish and protect the rights and interests of the organization and its clients;  
Re-instate business operations during or following a disaster; and  
Continue to communicate with, and service the needs of, staff following a disaster.

### **Examples of Vital Records Include (but not limited to):**

Insurance policies;  
Pay rates;  
Some policy and procedures;  
Certificates of incorporation;  
Corporate seals;  
Legal documents;  
Software programs and licenses;  
Deeds;  
Contracts and agreements;  
Copyrights;  
Leases;  
Wills;  
Client files;  
Personnel register;  
Current financial records; etc.

### **Identification of Vital Records:**

Is an essential business practice for any organization;  
A vital records register is an essential component of any risk management or disaster management plan;

identified and protected;

Identification of vital records requires a sound understanding of the objectives and functions of the business of the organization;

Senior management within each section or division of the organization will have a good understanding of key functions and the recorded information relevant to those functions, will be essential to re-establish business; and

are **vital** whilst they are current. They will still be important records to keep once their currency has expired but they will not be necessary for **immediate** recovery of business activity.

### **Protecting Vital Records:**

Recovery and access to vital records (regardless of format) is an essential business component for any organization;

Protection, Recovery and Access to vital records is reliant on:

**Identification** once identified, incorporate into a Vital Records Register;

**Duplication** copies are essential so that the copy may be used for day to day business / reference purposes and the original is protected and safeguarded;

**Backup** daily backup of systems where possible; and

**Removal** remove vital records from the site to a place where they can be safely stored and retrieved when required.

**For further information, contact the State Records Office at [sro@sro.wa.gov.au](mailto:sro@sro.wa.gov.au)**