



Standard #7: Vital information is backed-up and accessible

Is your vital information stored and protected in a secure, accessible location?

- 7a. Critical documents, contact information for key employees and the agency emergency plan are included in the agency Go-Kit. Critical documents include
- ☐ Agency emergency plan
 - ☐ Lists of Staff and Board members
 - ☐ Suppliers/Vendors
 - ☐ Key Contacts
 - ☐ Information for Critical Business Functions
 - ☐ Recovery Location
 - ☐ Critical Telephone Numbers
 - ☐ Supplies
 - ☐ List of Equipment/Vehicles
 - ☐ Computer Equipment and Software
 - ☐ Voice/Data Communications
 - ☐ Miscellaneous Resources
- 7b. Key staff have a copy of the Agency Go-Kit. At least one copy is stored in an off-site location.
- ☐ Ensure the off-site location is accessible in the event of an emergency.
- 7c. Critical client and billing data, if applicable, is backed up in a secure, off-site location, preferably out of state.
- ☐ Create backups for electronic information
 - ☐ Choose a remote online backup provider.

Key Tools for This Standard

- [Collaborating Agencies Responding to Disaster \(CARD\), Sections K,G, and N](#)
- [Recovery Location Worksheet](#)
- [Key Supplier/Vendor Worksheet](#)
- [Critical Supplies Worksheet](#)
- [Miscellaneous Resources Worksheet](#)
- [How Do You Identify A Vital Record?](#)
- [Tech Soup: Creating Backups for Organizational Information](#)
Informative article

- [Tech Soup: Storing Data on the Cloud](#)
Informative article
- [National Archives: Records Emergency Information](#)
This website provides useful information on minimizing damage to records and preserving important documents.
- [IRS How to Reconstruct Vital Records](#)
Information restoring damaged records.
- [Environmental Requirements To Ensure Media Stability](#)
Environmental considerations for storing vital records

➔ [Agency Emergency Planning Contact Info](#)