1. **Place:**
   - Facility _____________________________________ Room _____________________________
   - Location in Building _____________________________________________________________
   - Type of Building _________________________________________________________________
   - Roof Type and Condition _________________________________________________________
   - Approximate Room Size _______________________ Windows/Doors ___________________________
   - Loft or Mezzanine Storage ___ Yes ___ No Local Risk _______________________________

2. **Climate**
   - High/Low Temperature Range ___________________________________________________________
   - Heating: ___ Yes ___ No Air Conditioning: ___ Yes ___ No
   - Humidity Control: ___ Yes ___ No Temperature/Humidity Monitoring: ___ Yes ___ No

3. **Lighting**
   - ___ Natural ___ Fluorescent ___ UV Control ___ Direct Sunlight ___ Other
   - Comments: _________________________________________________________________________

4. **Security**
   - Entry Alarms: ___ Doors ___ Windows ___ Motion Sensors ___ Other
   - Fire Alarms: ___ Heat ___ Smoke
   - Automatic Extinguishers: Count _____________ Type(s) _______________________________________
   - Location(s) ___________________________________________________________________________
   - Insurance ______________________________________________________________________________

5. **Vulnerabilities:**
   - Fire: Electrical __________________________ Heating __________________________
   - Equipment __________________________
   - Water: Plumbing __________________________
     - Moisture Accumulation __________________________
     - Flood __________________________
     - Building Leaks __________________________
   - Evidence of: ___ Insects ___ Rodents ___ Humidity Extremes ___ Temperature Extremes ___ Mold/Mildew ___ Vandalism ___ Other Risk or Damage __________________________
### 6. Records/Information Housing:

<table>
<thead>
<tr>
<th>Record Series #1</th>
<th>File Name / Path</th>
<th>Electronic Location</th>
<th>Electronic Application</th>
<th>Media</th>
<th>Container / Enclosure Type</th>
<th>Original:</th>
<th>Dispersal:</th>
<th>Location</th>
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Condition: 
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<th>Electronic Location</th>
<th>Electronic Application</th>
<th>Media</th>
<th>Container / Enclosure Type</th>
<th>Original:</th>
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<th>Location</th>
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Condition: 
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<th>Electronic Application</th>
<th>Media</th>
<th>Container / Enclosure Type</th>
<th>Original:</th>
<th>Dispersal:</th>
<th>Location</th>
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Condition: 
Problems:

### 7. Electronic Equipment:

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<th>Type</th>
<th>Media</th>
<th>Use</th>
<th>Brand / Model</th>
<th>Vendor</th>
<th>Serial #</th>
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<th>Information Backup:</th>
<th>Backup Method</th>
<th>Location</th>
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Problems:

### 5. Remarks:
Records and Information Risk Assessment Site Survey:

Overview:

This form is used to analyze the risks that may be involved with storing records and information within a particular facility. The form asks for a separate assessment to be made for each room in a facility, since different conditions may be in evidence throughout a building.

1. **Place.** This section of the forms asks for information about the physical facility in which the records are stored. Include as much detail as possible, such as roofing construction, description of the type and number of windows, and any unusual architectural features. Be sure to list any risk deriving from the location of the building, such as proximity to woodlots, reservoirs, or chemical plants.

2. **Climate.** Describe the physical conditions of the facility. Pay special attention to the fluctuations in temperature and humidity. You may need to observe the facility over a period of time, or even through different seasons, to fill out this section accurately.

3. **Lighting.** Note the method of lighting the facility. Especially note whether fluorescent lighting has UV protection.

4. **Security.** These items are special features added to a facility in order to decrease various risks. In addition to fire, smoke, and illegal entry alarms, note fire extinguisher placements and insurance coverage on the property.

5. **Vulnerabilities.** This section of the form asks you to examine risks associated with storing records and information in this location. Risks can vary from fire and water damage, to insects and rodents. Don’t forget to include any evidence or history of social unrest that might make this facility a target.

6. **Records / Information Housing:** Use this section of the form to describe the housing for both paper and electronic records. Be sure to include information on each record type, and/or housing (cabinets, boxes, etc.) included in this room. Space is provided for three different record types.

7. **Remarks.** Any additional information you would like to include.