

Dartmouth College Records Management

Records Classifications

Class	Definition
Vital	<p>Records containing information critical to the continuation or survival of an organization during or immediately following a crisis. Such records are necessary to continue operations without delay under unusual conditions. They contain information necessary to recreate an organization's legal and financial status and to preserve the rights and obligations of employees, customers, stockholders and citizens. They are characterized by the following:</p> <ul style="list-style-type: none"> They are unique and not easily reproducible, or the cost of reproduction or replacement would be disproportionately high. The need to produce them quickly enough to match the recovery timeframes for systems and equipment post disaster. Their loss or unavailability would cause significant loss to the organization and prevent resumption of priority activities. <p>The lifespan of vital records is contingent on the active business process.</p>
Essential	<p>Records containing information similar to vital records. They are required quickly following a disaster and their loss or lack of availability would cause significant loss to the organization, but they could be reproduced within the required timeframe to meet the priorities for resumption set by the organization. The cost of reproduction or replacement would be within tolerable limits in the context of the activity which they support. The most current records are the most relevant.</p>
Important	<p>Records and information on a variety of media determined to be of some value to an organization in restoring operations to a normal state following a disaster. If destroyed, these records are replaceable at moderate cost</p>
Useful	<p>Records useful to the uninterrupted operation of the business. These records are replaceable, but their loss could cause temporary inconvenience.</p>

Record Recovery Priorities

Class	Definition
V1	<p>Records and information essential for emergency operations.</p>
V2	<p>Records and information essential for immediate resumption and continuation of business following a disaster.</p>
V3	<p>Records and information essential for legal or audit purposes.</p>