

Dartmouth College Records Management Vital Records Schedule

Department:						
Record	Location	Media	Electronic Application	Reference Activity	Protection	Recovery Priority

Dartmouth College Records Management

Vital Records Schedule: SAMPLE

Department:						
Record	Location	Media	Electronic Application	Reference Activity	Protection	Recovery Priority
Daily Customer Transactions	Customer Service	Paper	PUBS 2	High	Nightly backup to XYZ data vault via secured modem (www.xyz.com)	V1
Legal Cases, originals	Central Records	Paper	N/A	High	Microfilm original stored at ABC Records Storage	V1
Paid Invoices, originals	Accounts Receivable	Paper	N/A	Medium	Duplicate on file in Corporate Finance, New York	V2
Billing Files, originals	Accounts Receivable	LAN "I" drive	MS Excel	High	Nightly Tape Backup of LAN, stored at Backup Storage, Inc.	V1
Deeds to land, owner copies	File vault	Paper	N/A	Medium	Original on file in County Courthouse	V2