

Technical Risk Evaluation Worksheet

Module 1.2: Critical Records

Risk Description	Completely	Partially	No	Not Applicable	Comments
1 Are the locations of the off-site storage locations published for immediate access?	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
2 Are fire-resistant cabinets used for the storage of on-site system documentation?	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
3 Are critical technical manuals documented to facilitate replacement if they are lost or damaged?	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
4 Are procedures for accessing critical manuals and documentation identified and documented?	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
5 Does the organization have policies related to the protection of vital information?	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
6 Are retention policies current according to government statues and regulations to ensure that critical documentation and vital records are maintained for the required number of years?	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
7 Are vital records promptly destroyed when they expire?	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

- 8 Are there current written job descriptions detailing the responsibilities, duties and procedures related to records retention? _____
- 9 Are copies of job descriptions, critical forms and supplies stored in an off-site storage location? _____
- 10 Is program and/or technical documentation stored off-site? _____
- 11 Does the current records retention policy provide for the proper disposal of sensitive waste (e.g., shredding)? _____
- 12 When sensitive materials are being destroyed, does the organization require a witness to observe the operation? _____
- 13 Are sensitive printouts exempt from the organization's paper recycling policy? _____