VITAL RECORDS CATALOGUE

Using the information gathered in the CRITICAL RESOURCE AND PROCESSES REQUIREMENT WORKSHEET, list those records that are absolutely necessary for the continued operation of critical processes or services for 14 days. Do not include records that may be useful but are not essential to performing the service. Also, indicate whether these records are time-critical (needed within 72 hours of an emergency).

Vital Record	Description	Associated Critical Services or Process	Form of Record	Type of Record	Time Critical?