



Sample Forms

Records and Information Impact and Probability Matrix				
Probability of Loss or Damage				
Impact of Loss or Damage	Low	Low 1 (Accept and monitor risk)	Medium 2 (Protect useful and important records through management procedures)	High 3 (Protect useful and important records through management procedures)
	Medium	4 (Recovery procedures for important records included in business continuity plan)	5 (Reduce risk where possible; recovery procedures for important records included in business continuity plan)	6 (Reduce risk; recovery procedures for important records included in business continuity plan)
	High	7 (Protect vital records; recovery procedures included in business continuity plan)	8 (Reduce risk where possible; protect vital records; recovery procedures included in business continuity plan)	9 (Reduce risk; protect vital records; recovery procedures included in business continuity plan)

Sample Impact/Probability Rating		
Facility	Risks/Vulnerabilities	Impact/Probability Score