



Job Aid

Records Risks Mitigation – Scales

Probabilities:

Characterize the risks to records in terms of the probability that they may occur by ranking each risk from 1 to 10.

- 1 = lowest probability of risk occurrence
- 10 = highest probability of risk occurrence

Impacts:

Rate the potential impact that each risk may have to the organization if the record series were lost, damaged, or otherwise unavailable.

- 0 = No impact
- 1 = Noticeable impact for up to 24 hours
- 2 = Damage to organization due to impact from 24 to 72 hours
- 3 = Major damage to organization due to impact for 72 hours or longer

Records Risks Mitigation – Value Classification

Value Class	Definition	Priority for Access	Class of Vital Record
Vital – 4	Contains information critical to continuation or survival of business during or immediately following a crisis. Necessary to continue operations without delay under abnormal conditions. Contains information necessary to recreate legal and financial status, to preserve rights and meet obligations to stakeholders	Physical protective storage must be close to a disaster response site where crisis coordination activities take place. Electronic records must be available using electronic replication method	Records are essential for managing emergency/crisis situation
Important – 3	Has some value to business for restoring operations to normal state following a crisis. If destroyed records can be replaced for moderate cost	Physical protective storage must be close to the disaster recovery site where crisis coordination activities take place. Electronic records and backups can be accessed quickly	Records are essential for resuming business operations following a crisis
Useful – 2	Useful for uninterrupted operation of business. Inconvenient without records but can be replaced	Physical protective storage is accessible and away from disaster area	Records are essential for legal and audit purposes
Non-Essential – 1	Used for reference, are copies or are transitory in nature. Inconvenient without records but can be replaced	Physical storage is typically at workstations. Some records are copies that can be replaced if needed	Records are used for quick reference or transitory in nature

Job Aid Sponsored by





Job Aid

Records Risks Mitigation – Part 1: Record Values

Risk	Probability	Impact	Risk Factor (P x I)	Daily Risk Cost \$ x (P x I)	Record Value Class	Record Series

Job Aid Sponsored by





Job Aid

Records Risks Mitigation – Part 2: Records Risk Mitigation Strategies

Risk	Risk Factor (P x I)	Record Value Class	Record Series	Office of Record	Current Method of Protection	Risk Mitigation Strategy

Job Aid Sponsored by

