

**RECORDS INFORMATION MANAGEMENT VITAL RECORDS POLICY**

Department	Administration	Policy No.	0340-92
Section	Records and Information Management	Date Approved by Board	
Repeals		Board Resolution #	

Amended		Board Resolution #	
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1. Purpose

- 1.1 The purpose of the Vital Records Policy is to ensure that Peace River Regional District's (PRRD) vital records are protected so that its legal, financial and operational functions can be quickly re-established after a disaster or other business interruption.

2. Scope

- 2.1 This policy applies to those records identified as vital records in the PRRD Records Classification and Retention Schedule (RCRS) and the Records Management Bylaw.

3. Definitions

- 3.1 See RIM-01 Records and Information Management Framework Policy for definitions.

4. Policy

- 4.1 The Corporate Services Coordinator must identify PRRD vital records by flagging secondaries in the PRRD RCRS as containing vital records.
- 4.2 The protection of or the ability to recover vital records must be included as an element in the Business Continuity Plan (BCP).
- 4.3 Physical vital records will require either physical duplication (i.e., photocopies) with the copies stored in a separate location from the original records or electronic duplication (i.e., scans or digital photographs) and the requisite digital backup.
- 4.4 Electronic vital records will be protected through the systematic use of backups.
- 4.5 A vital dataset that requires a customized database may be useless without a functioning copy of that database. Therefore, it may be necessary to maintain backups of the information systems that use and process the data as well as the data itself.

Affiliated Policies	Scanning Policy 0340-91
Affiliated Procedure	