

NOAA  
*Vital Records Inventory*

**1. Record Name:**

**2. Description of Content:**

**3. Inclusive Dates:**

**4. Types of Media:**

**5. Disposition Schedule/Authority:**

**6. Office/Division of Record:**

**7. Contact(s):**

**8. Vital Records Liaison:**

**9. Back-up Location:**

**10. Volume:**

**a. Hard Copy (number of boxes):**

**b. Electronic (megabytes):**

Date form filled out:

**Vital Record:**

11. **Justification for Vital Records classification:**

12. **Type:**     \_\_\_ **Emergency Operating**                    \_\_\_ **Interest and Rights**

13. **Needed How Soon after Emergency:**

14. **Frequency of Records Updates:**

15. **Data Protection Methods:**

**Electronic Systems:**

16. **System Name:**

17. **System Hardware:**

18. **Inputs to System:**

19. **Outputs from System:**

20. **Backups:**

# Instructions for Filling Out Form

For all questions, please provide as much information as possible. If more space is needed, please continue on the back of the page.

1. **Record Name:** Provide a short description or name that would cover these records.
2. **Description of Content:** Provide a more detailed description than in 1) describing the records, what type of information is covered and any other information pertinent to the record.
3. **Inclusive Dates:** Provide a start and end date for the information contained within the record group. If the series is ongoing, please indicate by making the end date “Present”.
4. **Types of Media:** List the formats on which the information is stored. Examples include: paper, magnetic tape, compact discs, etc.
5. **Disposition Schedule/Authority:** From the NOAA Records Disposition Handbook or a NARA-approved SF-115, provide the retention period for these records.
6. **Office/Division of Record:** Provide information on the Office and Division within NOAA that is primarily responsible for these records. Most of the time, this will be the office and division of the contact.
7. **Contact(s):** Provide name, phone number and mail information for the person/people responsible for these records.
8. **Vital Record Liaison:** Provide the name, phone number, and mail information for the person assigned as Vital Records Liaison for your division.
9. **Back-up Location:** Provide the location where the back-up copy of the record is kept.
10. **Volume:** Provide the approximate size of the records. For paper copies, provide this information in number of boxes (1 box= 1 cu. ft.). For electronic records, provide this information in megabytes.
11. **Justification for Vital Record Classification:** Provide the reason why these records need to be classified as vital records. Please include possible consequences to the Federal government if these records are lost.
12. **Type of Vital Record:** Based on the information in item 11, determine which category of vital record these records are. Emergency operating records are those that are needed to keep the government running immediately after a disaster or attack.

Interest and Right records are those that are used to protect the rights of the American people.

13. Needed How Soon after Emergency: Provide a time frame in which these records will be needed after an emergency. For those records that are determined to be Emergency Operating Records, fill in “Immediately”.
14. Frequency of Records Update: How often are these records updated and back-ups made? If it varies, provide approximation of backup.
15. Data Protection Methods: Provide the various methods by which the integrity of the data is protected.
16. System Name: If the vital record is an electronic information system, provide the name of the system.
17. System Hardware: List the various type of hardware used to run the electronic information system. Be as specific as possible.
18. Inputs to System: Provide the various sources from which data is entered into the electronic information system. These sources include both electronic and non-electronic sources.
19. Outputs from System: List the various uses for the data within the electronic information system and any outputs derived from the system. The outputs may include both electronic and non-electronic outputs.
20. Backups: Detail the way in which the system is backed up, as well as the frequency of these backups.