

Worksheet: Vital Records

Consider the records you or someone else would need to have on hand in order to provide essential services. Describe in some detail and be very specific about their location. For example, note the exact location in the office. You might want to keep these records together in one place. Many records are already backed up in the Auditor's office, the Town Clerk's Office, the emergency Manager's Office, DPH. Note these locations. Password protected equipment master file should be available.

[illegible]

