

4.4 Strategies for Protecting Non-Electronic Critical and/or Sensitive Documents and/or Records

The BCP Project Team has assessed both electronic records and paper based records listed below as being vital and/or sensitive to the organizations business activities. Strategies for protecting and recovering these documents have been reviewed and are documented below.

Name of Document/Record	Brief Description	Does this document hold confidential or sensitive information (what type)	Location Held
What safeguards are in place to protect records from damage and/or disclosure:			
Would these documents need some type of restoration in the event of damage?			
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