

~~CONFIDENTIAL~~  
"CHECK LIST" FOR REVIEWING VITAL MATERIALS

1. Are all materials considered Vital to your Office on deposit? \_\_\_\_\_
2. Are the VITAL MATERIALS current? \_\_\_\_\_
3. Has obsolete material been withdrawn? \_\_\_\_\_
4. Could the Vital Materials on deposit be put into two groups?
  - a. Those materials needed for immediate use. \_\_\_\_\_
  - b. Those materials that would not be needed for immediate use but would be used to reconstitute the Agency? \_\_\_\_\_
5. In the event it is necessary to evacuate from present relocation what records would be considered indispensable and would require moving? Consider available, to accomplish this move, only personnel and vehicles assigned to your office at relocation. \_\_\_\_\_
6. Are the punched card deposits presently on file in repository arranged in the most readily available form to provide the required listings? \_\_\_\_\_
7. Are there on file in repository current punch card machine operating procedures and boards wired for ready use? \_\_\_\_\_
8. Is it feasible to replace certain present punched card deposits with listings? \_\_\_\_\_
9. Are there listings that should be replaced with punched cards to provide more flexibility? \_\_\_\_\_
10. Do the reels of microfilm include adequate indexing? \_\_\_\_\_
11. How many frames of microfilm would require prints in the initial emergency period? \_\_\_\_\_
12. How many frames of microfilm would require prints for reconstruction? \_\_\_\_\_
13. Are the current Vital Materials deposit schedules complete? \_\_\_\_\_
14. Are you depositing any of the following:
  - a. Official Personnel Records? \_\_\_\_\_
  - b. Official Fiscal, Finance and Budget Records? \_\_\_\_\_
  - c. Official Security Records? \_\_\_\_\_
  - d. Official Training Records? \_\_\_\_\_
  - e. Official Medical Records? \_\_\_\_\_

It is not necessary for you to deposit the above as they are placed in the Repository by the respective office creating the document.