

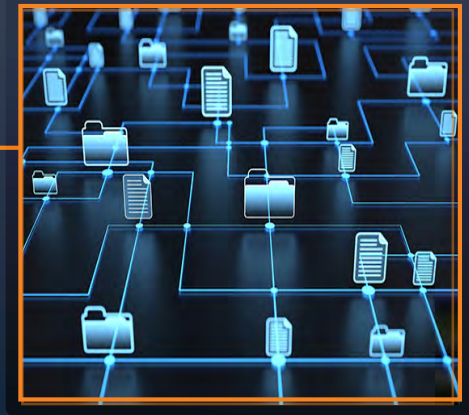


What is A Vital Record?

A Vital Record is any record that is needed for organizations to start over from scratch following a natural disaster, cyber attack, etc.

The best way to care for your vital records is by managing them in a System of Record (SoR).

A SoR like PaperVision®.com, enables organizations of any size to easily organize, manage and protect their vital records, streamlining business processes, simplifying team collaboration, and reducing operating costs.



What Vital Records Should Be Kept In Your SoR?¹

Yes

- Payroll Documents
- Due Invoices
- Infrastructure maps
- Corporate Style Guides
- Contracts
- Articles of Incorporation
- Policy and procedure manuals
- Leases
- Customer records
- Patents and intellectual property
- Insurance policies
- Blueprints
- Employee data



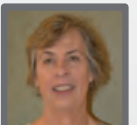
No

- Email
- Paid invoices
- Phone listings
- Bank statements
- Sales records
- Media that can be easily replaced
- Training materials
- Annual review materials
- Annual reports
- Compliance reports
- Expense reports
- Budget reports
- Purchase orders
- Stock reports
- Tax forms
- Team calendars

¹Source: Cheryl Ahrens-Young, IGP, CIP, CTT+, CDIA+, APMD,

"A System of Record simplifies records management for organizations by allowing them to effectively manage and provide secure access to vital records throughout the entire document lifecycle."

- Cheryl Ahrens-Young, IGP, CIP, CTT+, CDIA+, APMD,
Western Integrated Systems



Learn More About Building A System of Record Today!

www.digitechsystems.com/features/records-retention-compliance/

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