Identifying Data/Files Worksheet

Risk Assessment Name: _____ **Date:**
_____

Rater 1: Name: _____Title/Position: _____Contact
#_____

Rater 2: Name: _____ Title/Position: _____Contact
#_____

- **If you are the primary rater, identify your data/files by placing a check mark in the most applicable box:**
    - **Not applicable (n/a)**
    - **Sensitive (sens)**
    - **Critical (crit)**
    - **Important (imp)**
    - **Useful (usefl)**
    - **Non-essential (non-ess).**
- **At the bottom of the list, add any data/files not on this list. Also, there is room for any additional comments or questions.**
- **If you are the concurring rater, indicate ONLY when you do NOT agree with the ranking by the first rater,**
- **The Team will resolve criticality differences**

	Data/Files	n/a	sens	crit	imp	usefl	non-ess	RATER 2 non-concur ONLY
1.	Accounting Statement and Working Papers							
2.	Accounts Payable Records							
3.	Accounts Receivable Records							
4.	Acquisition Documents							
5.	Advertising Contracts							
6.	Annual Reports							
7.	Appropriation Requests							
8.	Audit Information							
9.	Balance Sheets							
10.	Bank Balances and Statements							
11.	Bills for Materials and Supplies							
12.	Bonds							
13.	Budgets							
14.	Business Correspondence							
15.	Canceled Checks							
16.	Capital Expenditures							
17.	Cash Books							
18.	Cash Slips							
19.	Changes in Production Activity							
20.	Check Records							

{Note: military records such as maintenance problems and history, payload data, operating tolerances, frequencies, etc, should be placed on such a list, as applicable for the mission, and classified accordingly}

	Data/Files	n/a	sens	crit	imp	usefl	non-ess	RATER 2 non-concur ONLY
21.	Claims							
22.	Contingency Plan Information							
23.	Corporate Reports							
24.	Cost Summaries							
25.	Customer Lists							
26.	Dealer Correspondence Records							
27.	Debentures							
28.	Design Processes							
29.	Design Specifications							
30.	Disposal Records							
31.	Dividend Formulas and Resolutions							
32.	Dividend Payment Records							
33.	Economic Forecasts							
34.	Electronic Fund Transfer Records							
35.	Employee Accident Reports							
36.	Employee Applications							
37.	Employee Attendance Records							
38.	Employee Benefit Records							
39.	Employee Background Checks and Security Investigations							
40.	Employee Compensation Records							
41.	Employee Contracts							
42.	Employee Disability Records							
43.	Employee Education Records							
44.	Employee Garnishment Records							
45.	Employee Health Records							
46.	Employee Income Protection Plan Information							
47.	Employee Injury Claims							
48.	Employee Insurance Records							
49.	Employee Pension Plans							
50.	Employee Recruiting Records							
51.	Employee Safety Records							
52.	Employee Stock Purchase Program Records							
53.	Employee Training Records							
54.	Engineering Notebooks							
55.	Equipment Operation and Ownership Information							
56.	Expense Ledgers/Reports							
57.	Financial Correspondence							
58.	Financial Statements							
59.	Fixed Assets							
60.	Formulas							

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	Data/Files	n/a	sens	crit	imp	usefl	non-ess	RATER 2 non-concur ONLY
61.	General Ledgers							
62.	Health Care Records							
63.	Insurance Policies and Schedules							
64.	Inventories							
65.	Invoices							
66.	Inspections/Results							
67.	IRS and other Compliance Information							
68.	Journal Vouchers							
69.	Labor Agreements							
70.	Laboratory Documents							
71.	Legal Affidavits							
72.	Legal Correspondence							
73.	Loan and Trust Agreements							
74.	Manufacturing Processes							
75.	Market Research and Analysis							
76.	Master Part Number Inventory Lists							
77.	Master Price Books							
78.	Material Management Information							
79.	Media Releases							
80.	Mortgage Information							
81.	Notes on Technical Meetings Attended by Company Personnel							
82.	Notes Receivable/Payable							
83.	Operation Reports							
84.	Ownership Information							
85.	Patent Documentation							
86.	Payroll Reports							
87.	Payroll Records							
88.	Petty Cash Records							
89.	Petty Cash Receipts							
90.	Plant and Facility Blueprints							
91.	Plant Engineering Information and Reports							
92.	Policy Directives (rules, regulations, etc.)							
93.	Procedure Manuals							
94.	Product Advertising Information							
95.	Product Liability Claims							
96.	Product Pricing Records							
97.	Product Release Information							
98.	Product Tracking Records							
99.	Production Drawings and Specifications							

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	Data/Files	n/a	sens	crit	imp	usefl	non-ess	RATER 2 non-concur ONLY
100.	Profit and Loss Statements							
101.	Promissory Notes, Receivable Property Records, Purchase Orders/Requisitions							
102.	Proprietary/Company-Confidential Information about other companies							
103.	Public Relation Releases							
104.	Research and Development Records							
105.	Royalty Ledgers							
106.	Safety Records							
107.	SEC Reports							
108.	Securities							
109.	Security incident information							
110.	Settlements							
111.	Standard Operating Procedures							
112.	Stock Books and Certificates							
113.	Stock Purchase Plans							
114.	Stock Transfers							
115.	Stockholder Information							
116.	Strategic Planning Records							
117.	Subsidiary Ledgers							
118.	Supplier/Vendor Agreements							
119.	Tax Returns							
120.	Technical Drawings							
121.	Technical Releases							
122.	Technical Reports							
123.	Termination Reports							
124.	Test Procedure Information							
125.	Trademark Registrations and Information							
126.	Transfer Requests							
127.	Unemployment Benefit Plan Information							
128.	Warranty Claims and Records							
129.	Work Orders							
130.	Workers Compensation Records							
131.	Other1 (list)							
132.								
133.								
134.								
135.								
136.								
137.								
138.								
139.								

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	Data/Files	n/a	sens	crit	imp	usefl	non-ess	RATER 2 non-concur ONLY
140.								
141.								
142.								
143.								
144.								
145.								
146.								
147.								
148.								
149.								
150.								

Additional Comments:

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