**7. Know Your Information Technology**

Use this form to list the computer equipment, hardware and software, vital records and your back up processes that you will need to fulfill your critical business functions.

*Last Updated: Click or tap here to enter text.*

*Next Update: Click or tap here to enter text.*

**TYPE:**

Computer equipment/hardware  Computer software  Vital records

**Item:** *Click or tap here to enter text.*

Title and version/model number: *Click or tap here to enter text.*

Serial/customer number: *Click or tap here to enter text.*

Registered username: *Click or tap here to enter text.*

Purchase/lease price: $ *Click or tap here to enter text.*

Purchase/lease date: *Click or tap here to enter text.*

Quantity (equipment) or Number of Licenses (software): *Click or tap here to enter text.*

License numbers: *Click or tap here to enter text.*

Technical support number: *Click or tap here to enter text.*

Primary supplier/vendor: *Click or tap here to enter text.*

Alternate supplier/vendor: *Click or tap here to enter text.*

Notes: *Click or tap here to enter text.*

**Name of vital record:** *Click or tap here to enter text.*

Name of business function vital record supports: *Click or tap here to enter text.*

Type of media: *Click or tap here to enter text.*

Is it backed up? *Click or tap here to enter text.*

How often is it backed up? *Click or tap here to enter text.*

Type of media for backup: *Click or tap here to enter text.*

Where is it stored? *Click or tap here to enter text.*

Can the record be re-created? *Click or tap here to enter text.*

Notes: *Click or tap here to enter text.*