



Answer Sheet—Identify and Evaluate Risks Activity—Part 1

Table 1: DPR Risk Matrix

ESSENTIAL RECORD	POTENTIAL RISK	SOURCE OF RISK	LOCATION OF IMPACT	POTENTIAL EFFECTS ON ESSENTIAL RECORD	EXISTING CONTROL MEASURES	HOW LIKELY IS AN INCIDENT? (PROBABILITY RATING)	SEVERITY OF EFFECTS (IMPACT RATING)
System backup tapes	Hardware overheating	Server room lacks climate control	Backup tape drive	System hardware ruined; records inaccessible or destroyed	Backup nightly but maintained in the basement	High	High
Open contracts in basement	Flooding	Records stored in the basement; the building is located in a floodplain	Records storage area	Growth of mold and mildew	None	Medium	Medium
Equal Employment Opportunity (EEO) files in basement	Alligators get into storage area, drawn by the mice	Mice in the storage area	Records storage area	Staff unable to access records	None	Low	Medium

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