

# HIPAA\_Data\_Recovery\_Form

## HIPAA Data Recovery Request & Chain of Custody Form

Instructions: Complete all sections. Store completed forms for 6 years per HIPAA retention.

### Section 1: Request Details

- Request ID: \_\_\_\_\_
- Request Date/Time: \_\_\_\_\_
- Requestor Name/Title/Department: \_\_\_\_\_
- Contact Info (email/phone): \_\_\_\_\_
- Business Justification (clinical/operational impact): \_\_\_\_\_  
\_\_\_\_\_

### Section 2: Data/System Identification

- System/Application Name: \_\_\_\_\_
- Environment (Prod/Test/Dev): \_\_\_\_\_
- Data Type(s) (ePHI, PII, other): \_\_\_\_\_
- Data Owner: \_\_\_\_\_
- Location (server/VM/endpoint/cloud service): \_\_\_\_\_
- Asset Tag / Hostname: \_\_\_\_\_

### Section 3: Recovery Parameters

- Incident/Change Reference #: \_\_\_\_\_
- Desired Restore Point (timestamp/snapshot): \_\_\_\_\_
- RTO Target (hours): \_\_\_\_\_
- RPO Target (minutes/hours): \_\_\_\_\_
- Scope (entire system / database / folder / files): \_\_\_\_\_
- Dependencies (DB, services, keys, networking): \_\_\_\_\_

### Section 4: Authorization

- Security/Privacy Officer Approval (name/sign/date): \_\_\_\_\_
- System Owner Approval (name/sign/date): \_\_\_\_\_

### Section 5: Recovery Execution (to be completed by IT)

- Assigned Engineer: \_\_\_\_\_
- Start Date/Time: \_\_\_\_\_
- Source Media (backup set ID, snapshot ID): \_\_\_\_\_
- Hash/Integrity Verification (method/result): \_\_\_\_\_
- Steps Performed (summary):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- End Date/Time: \_\_\_\_\_
- Outcome (success/partial/failed): \_\_\_\_\_
- Data Validation Results (owner sign-off): \_\_\_\_\_

Section 6: Post-Recovery Actions

- Incident Record Updated (yes/no): \_\_\_\_\_
- Gaps/Issues Identified: \_\_\_\_\_  
\_\_\_\_\_
- Corrective Actions/Follow-ups: \_\_\_\_\_  
\_\_\_\_\_
- Runbooks Updated (yes/no/date): \_\_\_\_\_

Chain of Custody (if physical media used)

- Media ID: \_\_\_\_\_
- Description: \_\_\_\_\_
- Custodian Transfer Log (name, date/time, from/to, signature):

Date/Time	From	To	Signature	Notes

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