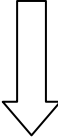
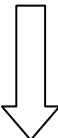




Essential Records

NOTE: The left-hand column below indicates salvage priorities for essential records based on how quickly access will be required following an emergency.

Priority for salvage	Essential records are records that:	Examples include:
Priority 1: First 0–12 hours 	Are necessary for emergency response	<ul style="list-style-type: none"> • Copy of emergency/COOP plan • Infrastructure and utility plans • Maps and building plans • Emergency contact information
	Are necessary to resume or continue operations	<ul style="list-style-type: none"> • Delegations of authority • Contracts & leases • Payroll • Jail and parole records • Insurance records
Priority 2: First 12–72 hours 	Protect the health, safety, property, and rights of residents	<ul style="list-style-type: none"> • Deeds, mortgages, land records • Birth and marriage records • Medical records • Active court proceedings • Education & military service records • Voting records • Professional licenses
	Would require massive resources to reconstruct	<ul style="list-style-type: none"> • Geographic information systems data • Tax records
Priority 3: After first 72 hours	Document the history of communities and families	<ul style="list-style-type: none"> • Historical documents • Photographs • Identity records

Only a small percentage (typically, less than 5%) of all government records are essential

- Value during an emergency makes a record essential
- As disruption time increases, more records become essential
- “Records” can be in many different formats, including paper or electronic

