



Essential Records

<i>Are records that:</i>	<i>Examples include:</i>
Are necessary for emergency response	<ul style="list-style-type: none"> • copy of emergency plan/COOP • infrastructure and utility plans • maps and building plans • emergency contact information
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
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
Would require massive resources to reconstruct	<ul style="list-style-type: none"> • Geographic Information Systems data • tax records
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 • historical documents • photographs • identity records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
- As disruption time increases, more records become essential
- "Records" can be paper or electronic

