### Handout 4.1—Access Priorities Table

**Table 1: Access Priorities Table**

<table>
<thead>
<tr>
<th>Level</th>
<th>Definition</th>
<th>Access</th>
<th>Examples</th>
<th>Timeframe for Access</th>
</tr>
</thead>
</table>
| Priority 1| Records essential for response and emergency operations and therefore needed immediately | Physical protective storage is close to disaster response site for immediate access. Electronic replication methods are available for immediate access of information. | • Emergency action plan  
• Business continuity plan  
• Vital records manual  
• Current facility drawings  
• Personnel security clearance files | Within the first 0–12 hours |
| Priority 2| Records essential for quick resumption and continuation of business following an emergency   | Physical protective storage is close to disaster recovery site for quick business resumption. Electronic methods are quickly accessible, and backups can be quickly restored. | • Current client files  
• In-progress Accounts Payable and Accounts Receivable  
• Research documentation  
• Current contracts and agreements | Within the first 12–72 hours |
| Priority 3| Records needed to continue essential functions if normal agency information were unavailable for a prolonged period | Physical protective storage is accessible and outside of the disaster area. | • Accounts Payable and Accounts Receivable files  
• Existing contracts and agreements  
• Unaudited financial records | After the first 72 hours |
