Handout 2.2—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.

<table>
<thead>
<tr>
<th>PRIORITY FOR SALVAGE</th>
<th>ESSENTIAL RECORDS ARE RECORDS THAT:</th>
<th>EXAMPLES INCLUDE:</th>
</tr>
</thead>
</table>
| Priority 1: First 1–12 hours | Are necessary for emergency response | • Copy of emergency and/or Continuity of Operations (COOP) Plan  
• Infrastructure and utility plans  
• Maps and building plans  
• Emergency contact information |
|                       | Are necessary to resume or continue operations | • Delegations of authority  
• Contracts and leases  
• Payroll  
• Prison, jail, and parole records  
• Insurance records |
| Priority 2: First 12–72 hours | Protect the health, safety, property, and rights of residents | • Deeds, mortgages, land records  
• Birth and marriage records  
• Medical records  
• Active court proceedings  
• Education and military service records  
• Voting records  
• Professional licenses |
| Priority 3: After first 72 hours | Document the history of communities and families | • Geographic information systems data  
• Tax records  
• Historical documents  
• Photographs  
• Identity records |

- Only a small percentage (typically, less than five percent) 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