Handout 3.1—Protection Strategies Based on Media Requirements

NOTE: Electronic copies of fixed-format (paper, microfilm/fiche, photographic) records created as "backups" or for off-site access should **NOT** be considered appropriate for long-term preservation unless they have been created to archival standards. These records may become inaccessible without special attention.

Table 1: Protection Strategies Based on Information Status

INFORMATION STATUS	A PAPER COPY WILL SUFFICE	A PAPER COPY WILL NOT SUFFICE
The information is static	• Make a backup paper copy; store off site. • Microfilm the static record; store off site with access to microfilm printer. • Scan to a readable format (PDF, TIFF); save off site.	• Copy the electronic version; store off site with read capability.
The information is dynamic	• Make a backup paper copy of the current content; store off site; update as needed. • Microfilm the current content; store off site with access to microfilm printer; update as needed. • Scan the current content to a readable format (PDF, TIFF); save off site. • Ensure off-site access to the system supporting the dynamic record; back up that system to a hot site.	• Ensure off-site access to the system supporting the dynamic record; back up that system to a hot site.

Table 2: Protection Strategies Based on Volume of Records

VOLUME OF RECORDS	PAPER RECORD	ELECTRONIC RECORD
Large	• Store in a very secure location anticipating probable threats. • Designate sufficient personnel and equipment to recover and restore if necessary. • Consider microfilming with off-site storage and access to microfilm printer.	• Ensure off-site access to the system supporting the records; back up that system to a hot site. • Ensure that copies will be available to those who need them in the form (electronic or paper) they require.
Small	• Make backup copies; store off site.	• Same strategies as for large volume.

Table 3: Protection Strategies Based on Timeframe for Recovery

TIMEFRAME FOR RECOVERY	PAPER RECORD	ELECTRONIC RECORD
Immediate	• Document the record's location; ensure that first responders know the location; designate the recipient to whom first responders should deliver the record.	• Ensure off-site access to the system supporting the records; back up that system to a hot site.
One to two days	• Document the record's location; ensure that second-wave responders know the location; designate the recipient to whom first responders should deliver the record.	• Ensure off-site access to the system supporting the records; back up that system to a hot site.
Longer than two days	• Direct first and second responders to higher-priority records; determine the record's location and risk status; establish the necessary recovery timeline. Document the record's location; ensure that second-wave responders know the location; designate the recipient to whom first responders should deliver the record.	• Ensure off-site access to the system supporting the records; back up the system for future recovery.

Table 4: Protection Strategies Based on Need for Copies

SEVERAL PEOPLE NEED COPIES?	PAPER RECORD	ELECTRONIC RECORD
YES	• Make sufficient copies in advance; store in multiple locations. • Consider conversion to electronic media, balancing needs for hard copy and for multiple access points.	• Ensure off-site access to the system supporting the records; back up that system to a hot site. • Ensure that copies will be available to those who need them in the form (electronic or paper) they require.
NO	• If immediately critical, make a copy accessible off site for the employee who needs it. • If not immediately critical, direct first and second responders to higher-priority records; determine the record's location and risk status; establish the necessary recovery timeline.	• Ensure off-site access to the system supporting the records; back up that system to a hot site. • Ensure that copies will be available to those who need it in the form (electronic or paper) they require.

Table 5: Protection Strategies Based on Format of Records

FORMAT OF RECORDS	PAPER RECORD	ELECTRONIC RECORD
Critical to functions; change in format WOULD lose information	• Store in a very secure location anticipating probable threats. • Consider microfilming with off-site storage and access to microfilm printer if critical information is not at risk (review both sides of original document and check color requirements). • Consider scanning as a high-quality electronic image if critical information is not at risk (review both sides of original document); treat as electronic records.	• Ensure secure off-site access to the system supporting the records; back up that system to a hot site. • Ensure that copies will be available to those who need them in the form (electronic or paper) they require.
Critical to functions; change in format WOULD NOT lose information	• Store in a very secure location anticipating probable threats. • Microfilm with off-site storage and access to microfilm printer. • Scan as a high-quality electronic image (review both sides of original document and check color requirements); treat as electronic records.	• Ensure secure off-site access to the system supporting the records; back up that system to a hot site. • Ensure that copies will be available to those who need them in the form (electronic or paper) they require.
Important, not critical; change in format WOULD lose information	• Store in a convenient, secure location anticipating routine threats, such as misplacement or unauthorized access. • Consider scanning selected records as an electronic image if information is not at risk (review both sides of original document and check color requirements); treat as electronic records.	• Ensure off-site access to the system supporting the records. • Ensure that copies will be available to those who need them in the form (electronic or paper) they require.
Important, not critical; change in format WOULD NOT lose information	• Store in a convenient, secure location anticipating routine threats, such as misplacement or unauthorized access. • Consider creating electronic copies and treat as electronic records.	• Ensure off-site access to the system supporting the records. • Ensure that copies will be available to those who need them in the form (electronic or paper) they require.

[This page intentionally left blank.]