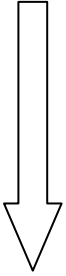
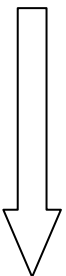





Handout 1.1—Essential Records

PRIORITY FOR ACCESS*	ESSENTIAL RECORDS ARE RECORDS THAT:	EXAMPLES INCLUDE:
Priority 1: First 1–12 hours 	Are necessary for emergency response	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Deeds, mortgages, land records • Birth and marriage records • Medical records • Active court proceedings • Education and 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 • Historical documents • Photographs • Identity records
<ul style="list-style-type: none"> • 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 		

* See **Handout 4.1**—Access Priorities Table for details on what is covered in each of these priority categories.

[This page intentionally left blank.]