



Handout 4.4—Essential Records Template

Table 1: Essential Records Template

ESSENTIAL RECORD*	FORMAT(S) OF RECORD	ACCESS PRIORITY LEVEL (SEE KEY)	ACCESS TIMEFRAME	LOCATION OF ORIGINAL (INCLUDE COMPUTER NAME & PATH FOR ELECTRONIC RECORDS)	ACCESSIBLE AT ALTERNATIVE FACILITY?	BACKED UP AT THIRD LOCATION	MAINTENANCE FREQUENCY	PREVENTION/ MITIGATION STRATEGIES
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Example:

<i>Delegation of Authority</i>	<i>Hardcopy and PDF file</i>	<i>Priority 1</i>	<i>Immediately, within 0–12 hours of the event</i>	<i>Deputy Administrator's Office, Washington Grove facility. GBaxter on 'gandalf\userdirs\$\My_Documents\Disaster\DofA'</i>	<i>Records storage facility</i>	<i>Office of the Administrator, Springfield Facility, 2nd floor, Office 213b, top drawer of file cabinet next to secretary's desk</i>	<i>Bi-weekly</i>	<i>Backup tapes of Gandalf server</i>
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* Not every distinct essential record needs to be listed. Record series may suffice (e.g., death certificates, obviously, may be listed once), if at the same location and on the same medium or media.



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Table 2: Priority Level Key

PRIORITY LEVEL	DESCRIPTION
Priority 1	Essential for emergency operations and therefore needed immediately—in the first few hours—to respond to the emergency.
Priority 2	Records that are needed to manage the incident and resume operations.
Priority 3	Records needed to continue essential functions if normal agency records were unavailable for a prolonged period. These include records that are needed off site to work on specific programs or projects most critical to the agency's mission.

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