

Essential Records Are Necessary To:



Resume or Continue Operations

- Delegations of authority
- Rules, Policies, and procedures
- Prison, Jail, Parole Records



Recreate Legal and Financial Status

- Contracts and Leases
- Accounts Receivable / Payable
- Insurance Records



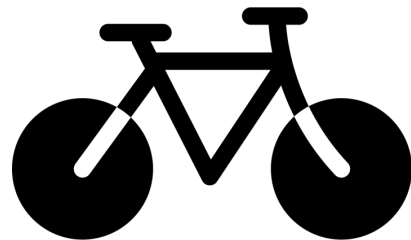
Fulfill Obligations

- Deeds, Mortgages, Land Records
- Birth and Marriage Records
- Active Court Proceedings

Types of Essential Records

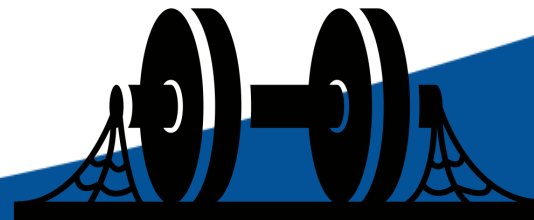
dynamic

- Updated often, protect most current versions.
 - Phone tree
 - Payroll
 - Disaster plans



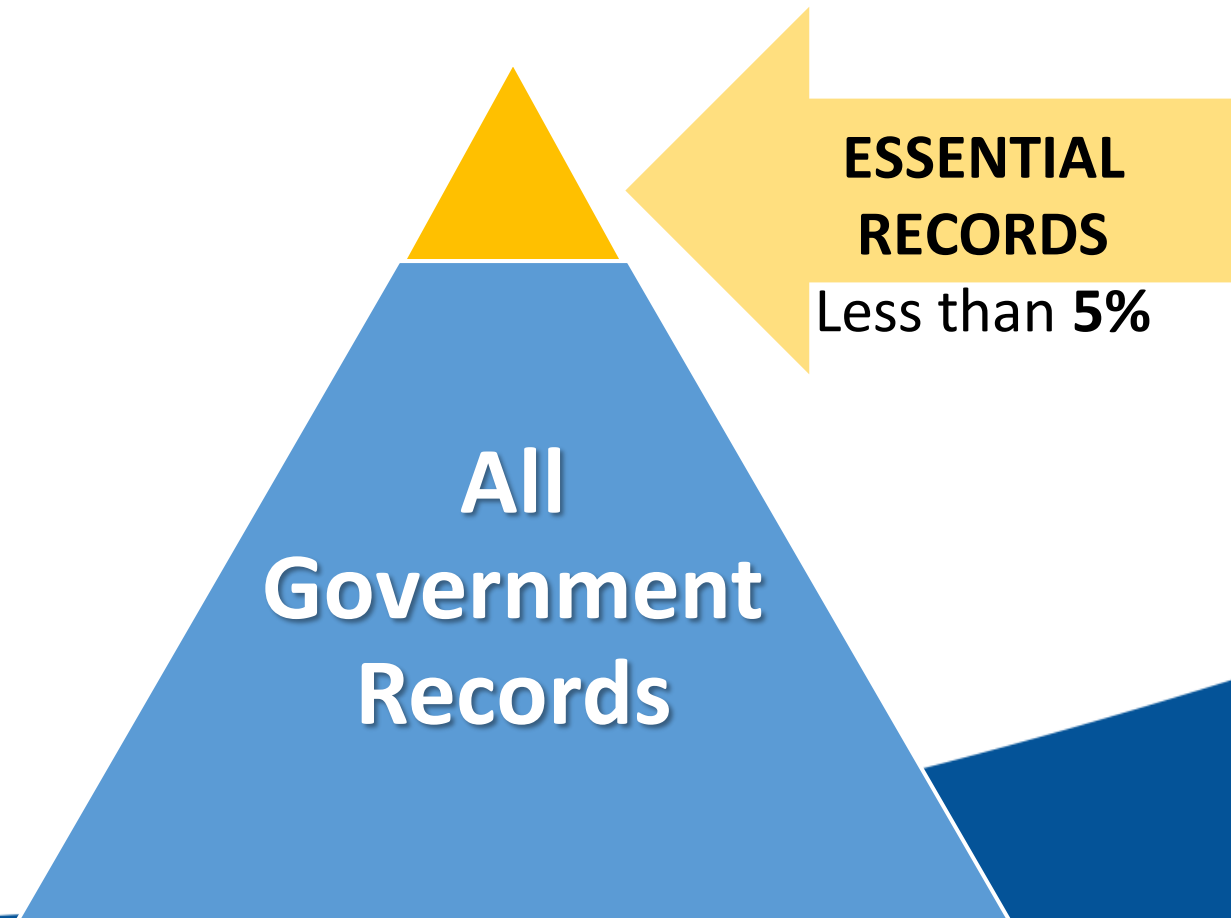
static

- Rarely, if ever, updated.
 - Board meeting minutes
 - Policies and directives
 - Birth records



Identifying Essential Records

- Distinguish essential records from all other records

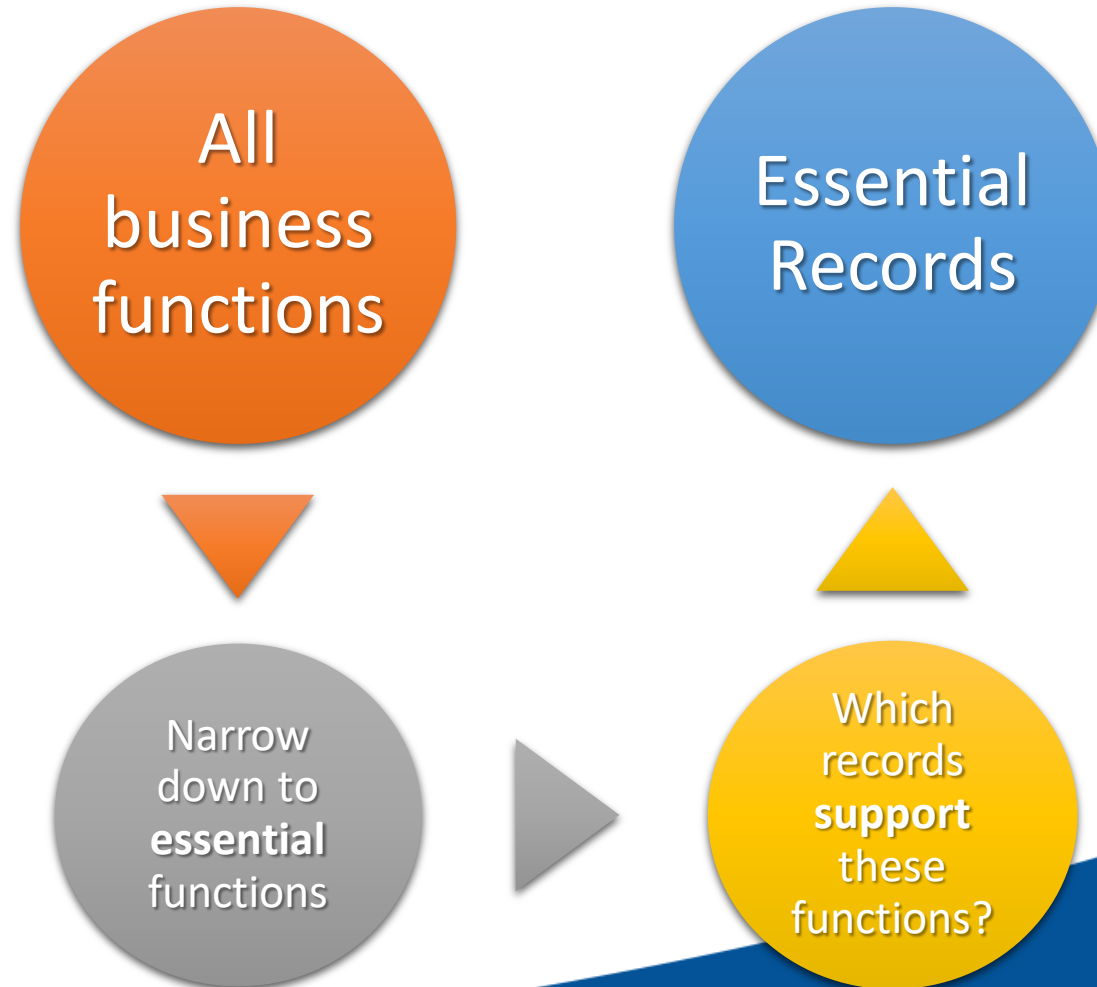


FACTORS FOR IDENTIFYING ESSENTIAL RECORDS

- Essential functions
- Stakeholders
- Records custodianship
- Relevant statutes, regulations, and standards



Identify Essential Functions



Know the Needs of Stakeholders

- Who depends on you?
- Who provides mission-critical support?
- What do they need to access?
- When do they need it?

