



## Handout 1.5—Essential Records Questionnaire

### PART I—INTERVIEW QUESTIONS

Date: \_\_\_\_\_ Interviewer: \_\_\_\_\_

Office/Location (Building/Room): \_\_\_\_\_

Office Contact Name & Number: \_\_\_\_\_

1. In "layman's terms," please tell me what your office does.
  
2. Is there anything that your office does that you would consider to be critical to your agency? That is, if your operation were shut down because of some emergency, how greatly would it affect the rest of your agency? Other organizations or agencies? The public? (Specify mission-critical processes. There may be none.)
  
3. Briefly describe the types of records or other information this office creates.
  
4. Do you consider any of these records to be **essential**? That is, if one or more of the types of records or information sets you create were lost because of an emergency or were unavailable during an emergency, would there be any dramatic effect on the rest of your agency's operation? Other agencies? The public?  
If any records are essential, please provide the record series title below and complete an Essential Records Profile (see Part II—Essential Records Information) for each essential record:
  1. Record series title:
  2. Record series title:
  3. Record series title:
  4. Record series title:
  5. Record series title:
  6. Record series title:
  7. Record series title:
  8. Record series title:
  9. Record series title:
  10. Record series title:
  
5. Other Comments



**PART II—ESSENTIAL RECORD INFORMATION**

**Essential Records Profile**

For each essential record listed in Section 4 of Part I, provide the following information (you may duplicate this page as many times as needed):

Record series title:

Records Retention Schedule number, if available:

Media:

How soon would you need access to the record after an emergency (hours, days, or weeks)?

Why is the record deemed to be essential? (Select all that apply.)

- Necessary for emergency response. If so, how used?
  
- Protects the health, safety, property, and rights of residents. If so, how used?
  
- Necessary to resume or continue operations. If so, how used?
  
- Would require massive resources to reconstruct. If so, how used?
  
- Documents the history of communities and families. If so, how used?

5. Are you protecting this essential record? If so, how?