



Answer Sheet—Determine Essential Functions and Identify Essential Records Activity—Part 1

Table 1: DPR Essential Functions and Essential Records

ESSENTIAL FUNCTIONS	ESSENTIAL RECORDS	WHY IS IT AN ESSENTIAL RECORD?
Deputy Administration	Delegation of Authority Orders of Successions	Rationale for both records: <ul style="list-style-type: none"> • Are necessary for emergency response • Are necessary to resume or continue operations
Information Technology	System backup tapes System documentation and manuals	Rationale for both records: <ul style="list-style-type: none"> • May protect the health, safety, property, and rights of residents • Are necessary to resume or continue operations • Would require massive resources to reconstruct • May document the history of communities and families
Environmental Quality Office	Location of hazardous chemicals Lab results of water samples Unique Environmental Impact Studies (EIS)	Rationale for all three records: <ul style="list-style-type: none"> • May be necessary for emergency response • Protect the health, safety, property, and rights of residents • May be necessary to resume or continue operations • Would require massive resources to reconstruct • Document the history of communities and families

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