



Answer Sheet—Determine Protection Strategies and Measures Activity—Part 1

Table 1: DPR Protection Strategies and Measures

ESSENTIAL RECORD	POTENTIAL RISK	PROTECTION STRATEGY (AVOIDANCE, ACCEPTANCE, MITIGATION)	PROTECTION MEASURE(S)
System Backup Tapes	Lack of Climate Control—Flooding	Mitigation	Dispersal—Send backup tapes to off-site storage—Rotate weekly
Open Contracts in Basement	Lack of Climate Control—Flooding, wet records, and the growth of mold and mildew	Avoidance	Move records to storage facility
Current Public Comments	Lack of Climate Control—Flooding, wet records, and the growth of mold and mildew	Avoidance	Move records to storage facility
Equal Employment Opportunity (EEO) Files in Basement	Lack of Climate Control—Flooding, wet records, and the growth of mold and mildew	Mitigation	To prevent water damage in case of flooding, move records off bottom shelf until a secure storage facility can be obtained
Server in Basement	Lack of Climate Control—Flooding, temperature and humidity controls, damage to the system	Avoidance	Build and move server to an environmentally controlled space on a higher floor

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