



Answer Sheet—Determine Timeframes for Accessibility

Table 1: DPR Priorities and Timeframes for Accessibility

ESSENTIAL RECORDS	ACCESSIBILITY PRIORITY	ACCESSIBILITY TIMEFRAMES	CYCLING FREQUENCY
Delegation of Authority	Priority 1	0–12 hours	Replaced when updated
Orders of Succession	Priority 1	0–12 hours	Replace when updated
System Backup Tapes	Priority 1	0–12 hours	Replace when system changes
System Documentation and Manuals	Priority 1	0–12 hours	Replace as system changes
Location of Hazardous Chemicals	Priority 1	0–12 hours	Replace as hazardous chemicals change
Lab Results for Water Samples	Priority 2	12–72 hours	Replace with new test data
Payroll	Priority 2	12–48 hours	Replace with new data
Unique Environmental Impact Studies (EIS)	Priority 3	72 hours till recovery	Update with new EIS when issued
Open Contracts (selected documents)	Priority 3	48 hours till recovery	Update with new contract information weekly
Controversial Grants	Priority 3	48 hours till recovery	Update when new controversial grants are added, remove expired grants
Critical Habitat Maps	Priority 3	48 hours till recovery	Scan and store off site; re-scan when changes are made
Waterway Charts	Priority 3	48 hours till recovery	Scan and store off site
Equal Employment Opportunity (EEO) Files	Priority 3	72 hours till recovery	Update with new files as opened
Public Comments	Priority 3	72 hours till recovery	Update with new public comments as received

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