Essential Records Webinar
Test Questions
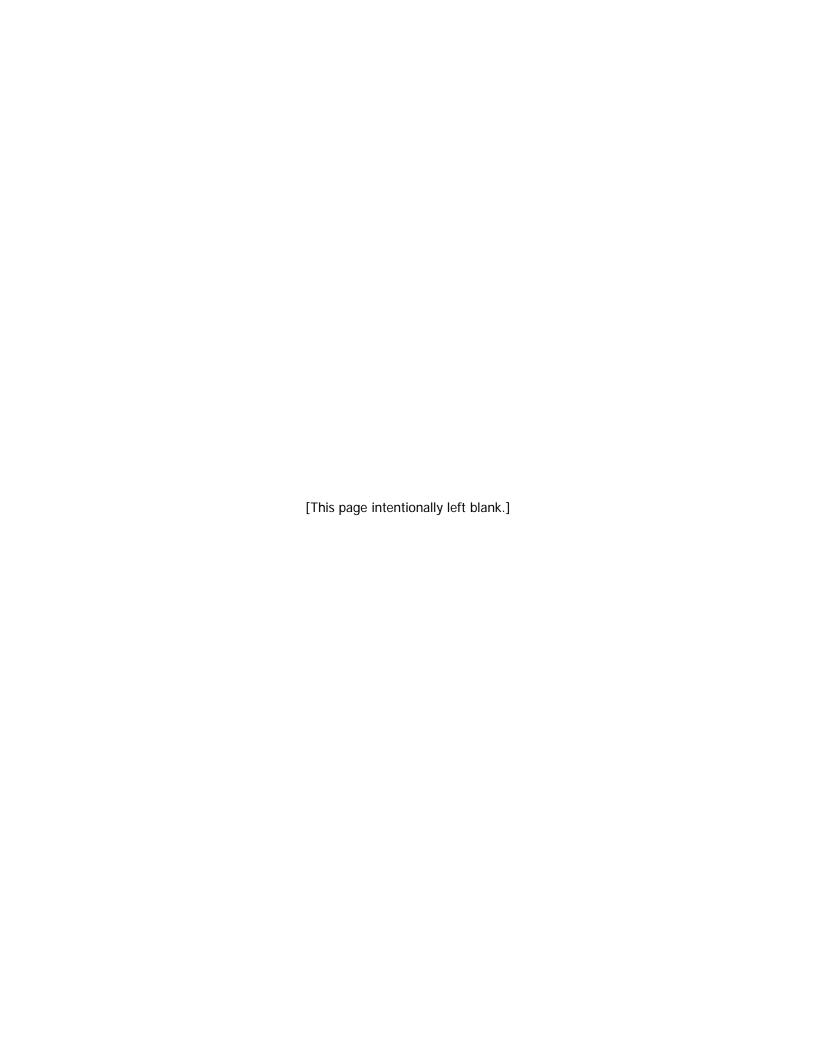
Instructor Guide
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FEMA   Course Number: AWR-210-2

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Pre-Test Questions

Question ID:	Pre-1
Question:	True or false? Typically, ten percent of government records are essential.
Answer choices [correct answer(s) shown in bold]:	• True • **False**
Module Number:	1
Lesson Number:	1
Topic Title:	Differentiate Essential Records from Other Records
IG Location(s):	IG 1-71
PG Location(s):	PG 1-32
Maps to which ELO?	Distinguish between nonessential and essential records
Bloom's level:	Comprehension

Question ID:	Pre-2
Question:	True or false? A record that would require massive resources to reconstruct is an essential record.
Answer choices [correct answer(s) shown in bold]:	• **True** • False
Module Number:	1
Lesson Number:	1
Topic Title:	What are Essential Records?
IG Location(s):	IG 1-64
PG Location(s):	PG 1-28
Maps to which ELO?	Identify the five types of essential records
Bloom's level:	Knowledge

Question ID:	Pre-3
Question:	If you print a personal copy of your office calendar, is that personal copy an essential record?
Answer choices [correct answer(s) shown in bold]:	• Yes • **No**
Module Number:	1
Lesson Number:	1
Topic Title:	What Are Essential Records?
IG Location(s):	IG 1-65; Handout 1.1—Essential Records
PG Location(s):	PG 1-28; Handout 1.1—Essential Records
Maps to which ELO?	Identify the five types of essential records
Bloom's level:	Knowledge

Question ID:	Pre-4
Question:	Fill in the blank. Your agency's essential functions, stakeholders, records, statutes, regulations and standards are all examples of information needed to determine_____. Select one.
Answer choices [correct answer(s) shown in bold]:	• Risks to your agency's records • **Your agency's essential records** • Protection strategies for your agency's records • The information needed to complete the Essential Records Template
Module Number:	1
Lesson Number:	1
Topic Title:	Which of Your Agency's Records Are Essential?
IG Location(s):	IG 1-74
PG Location(s):	PG 1-34
Maps to which ELO?	Explain the four sources of information you need to know to identify your essential records
Bloom's level:	Comprehension

Question ID:	Pre-5
Question:	Of the following stakeholders, who can help identify essential records? Select one.
Answer choices [correct answer(s) shown in bold]:	A. People who depend on your agency's services B. People on whom you depend to provide services C. The IT Director D. Legal staff **E. All of the above** F. A and C
Module Number:	1
Lesson Number:	1
Topic Title:	Which of Your Agency's Records Are Essential?
IG Location(s):	IG 1-76
PG Location(s):	PG 1-36
Maps to which ELO?	Identify stakeholders who will be resources for identifying essential records
Bloom's level:	Knowledge

Question ID:	Pre-6
Question:	Which of the following is least likely to be an essential business function during an emergency? Select one.
Answer choices [correct answer(s) shown in bold]:	- Provide vital services - Exercise civil authority - Maintain the safety and well-being of the general population - Sustain the jurisdiction's industrial, economic base **Perform routine building maintenance**
Module Number:	1
Lesson Number:	2
Topic Title:	Determine Essential Functions
IG Location(s):	IG 1-96
PG Location(s):	PG 1-45
Maps to which ELO?	Determine an agency's critical functions in order to identify essential records
Bloom's level:	Application

Question ID:	Pre-7
Question:	Step 2 of the process to identify essential records requires you to analyze the business functions identified in step 1. Which of the questions noted below should you ask during this analysis? Select one.
Answer choices [correct answer(s) shown in bold]:	• **What functions are essential to your agency that are not done elsewhere?** • What are the program responsibilities? • What business functions are performed by your agency? • What is your agency's purpose?
Module Number:	1
Lesson Number:	2
Topic Title:	Determine the Essential Business Functions
IG Location(s):	IG 1-96
PG Location(s):	PG 1-45
Maps to which ELO?	Determine an agency's critical functions in order to identify essential records
Bloom's level:	Application

Question ID:	Pre-8
Question:	True or false? Risk assessment is used to evaluate the probability of a risk and the impact the occurrence of that risk would have on your records and information.
Answer choices [correct answer(s) shown in bold]:	• True • **False**
Module Number:	2
Lesson Number:	1
Topic Title:	Risk Management Key Terms
IG Location(s):	IG 2-27
PG Location(s):	PG 2-11
Maps to which ELO?	Assess and analyze risks to essential records, including risks specific to your region or locality
Bloom's level:	Comprehension

Question ID:	Pre-9
Question:	Which of the techniques listed below helps you identify risks? Select one.
Answer choices [correct answer(s) shown in bold]:	• Physical site survey • Expert interviews • Brainstorming • **All of the above** • None of the above
Module Number:	2
Lesson Number:	1
Topic Title:	Risk Assessment—Identify Risks
IG Location(s):	IG 2-43
PG Location(s):	PG 2-20
Maps to which ELO?	Assess and analyze risks to essential records, including risks specific to your region or locality
Bloom's level:	Comprehension

Question ID:	Pre-10
Question:	Which of the choices listed below best describes the brainstorming technique of risk identification? Select one.
Answer choices [correct answer(s) shown in bold]:	• Useful in establishing agency program priorities. • **Helps people search creatively for risks.** • Involves a physical survey of the locations where essential records are stored. • Relies on "expert" judgment to identify and analyze risk events and to develop alternatives.
Module Number:	2
Lesson Number:	1
Topic Title:	Risk Assessment—Identify Risks
IG Location(s):	IG 2-45
PG Location(s):	PG 2-21
Maps to which ELO?	Assess and analyze risks to essential records, including risks specific to your region or locality
Bloom's level:	Comprehension

Question ID:	Pre-11
Question:	Which process involves evaluating the probability and the impact of identified risks? Select one.
Answer choices [correct answer(s) shown in bold]:	• Risk Assessment • **Risk Analysis** • Risk Management • Risk Evaluation
Module Number:	2
Lesson Number:	1
Topic Title:	Risk Analysis—Evaluate Risks
IG Location(s):	IG 2-48
PG Location(s):	PG 2-22
Maps to which ELO?	Assess and analyze risks to essential records, including risks specific to your region or locality
Bloom's level:	Comprehension

Question ID:	Pre-12
Question:	Transferring records to an authorized records storage facility is an example of what strategy for handling risk? Select one.
Answer choices [correct answer(s) shown in bold]:	• Acceptance • Avoidance • **Mitigation** • Risk controls
Module Number:	2
Lesson Number:	2
Topic Title:	Strategies for Handling Risk
IG Location(s):	IG 3-26
PG Location(s):	PG 3-11
Maps to which ELO?	Identify and evaluate preparedness and mitigation measures
Bloom's level:	Knowledge

Question ID:	Pre-13
Question:	True or false? When we talk about safeguarding essential records, typically we are talking about safeguarding copies of the records, as well as the actual records themselves.
Answer choices [correct answer(s) shown in bold]:	**True** - False
Module Number:	2
Lesson Number:	2
Topic Title:	Preparedness and Mitigation Measures
IG Location(s):	IG 3-29
PG Location(s):	PG 3-12
Maps to which ELO?	Identify and evaluate preparedness and mitigation measures
Bloom's level:	Knowledge

Question ID:	Pre-14
Question:	What protection strategy involves the duplication and distribution of essential record copies that are created specifically for protection purposes? Select one.
Answer choices [correct answer(s) shown in bold]:	**Planned dispersal** - Recovery planning - On-site protection - Data replication
Module Number:	2
Lesson Number:	2
Topic Title:	Preparedness and Mitigation Measures
IG Location(s):	IG 3-30
PG Location(s):	PG 3-13
Maps to which ELO?	Identify and evaluate preparedness and mitigation measures
Bloom's level:	Knowledge

Question ID:	Pre-15
Question:	True or false? Records that are necessary to resume or continue operations are needed immediately (within the first 0–12 hours) after an emergency.
Answer choices [correct answer(s) shown in bold]:	• **True** • False
Module Number:	3
Lesson Number:	1
Topic Title:	Prioritize Access to Essential Records
IG Location(s):	IG 4-27; Handout 1.1—Essential Records
PG Location(s):	PG 4-12; Handout 1.1—Essential Records
Maps to which ELO?	Prioritize essential records
Bloom's level:	Application

Question ID:	Pre-16
Question:	Records that would be needed to continue essential functions if normal agency records were unavailable for a prolonged period due to a catastrophic event are classified as what priority level? Select one.
Answer choices [correct answer(s) shown in bold]:	• Priority 1 • Priority 2 • **Priority 3** • Priority 4
Module Number:	3
Lesson Number:	1
Topic Title:	Prioritize Access to Essential Records
IG Location(s):	IG 4-29
PG Location(s):	PG 4-15
Maps to which ELO?	Prioritize essential records
Bloom's level:	Application

Question ID:	Pre-17
Question:	Personnel records and time and attendance records are examples of records classified as what priority level? Select one.
Answer choices [correct answer(s) shown in bold]:	• Priority 1 • **Priority 2** • Priority 3 • Priority 4
Module Number:	3
Lesson Number:	1
Topic Title:	Prioritize Access to Essential Records
IG Location(s):	IG 4-29
PG Location(s):	PG 4-15
Maps to which ELO?	Prioritize essential records
Bloom's level:	Application

Question ID:	Pre-18
Question:	True or false? The backup tapes routinely created by computer systems are an adequate means of keeping copies of essential records.
Answer choices [correct answer(s) shown in bold]:	• True • **False**
Module Number:	2
Lesson Number:	2
Topic Title:	Duplication of the Original Records
IG Location(s):	IG 3-34
PG Location(s):	PG 3-16
Maps to which ELO?	Identify and evaluate preparedness and mitigation measures
Bloom's level:	Knowledge

Question ID:	Pre-19
Question:	True or false? Agencies must develop and document procedures for the use of essential records during an emergency.
Answer choices [correct answer(s) shown in bold]:	• **True** • False
Module Number:	3
Lesson Number:	1
Topic Title:	Develop Procedures to Ensure Access to Essential Records
IG Location(s):	IG 4-39
PG Location(s):	PG 4-22
Maps to which ELO?	Develop procedures to ensure access to and security of essential records
Bloom's level:	Application

Question ID:	Pre-20
Question:	True or false? Priority levels are a component of the Essential Records Template.
Answer choices [correct answer(s) shown in bold]:	• **True** • False
Module Number:	4
Lesson Number:	1
Topic Title:	Essential Records Template
IG Location(s):	IG 4-62; Handout 4.4—Essential Records Template
PG Location(s):	PG 4-33; Handout 4.4—Essential Records Template
Maps to which ELO?	Identify the components of the Essential Records Template
Bloom's level:	Knowledge

Question ID:	Pre-21
Question:	True or false? Essential records are those records that support your essential functions.
Answer choices [correct answer(s) shown in bold]:	• **True** • False
Module Number:	1
Lesson Number:	2
Topic Title:	Determine Essential Functions
IG Location(s):	IG 1-75
PG Location(s):	PG 1-35
Maps to which ELO?	Determine the information needed to complete the Essential Records Template
Bloom's level:	Application

Question ID:	Pre-22
Question:	You have determined that your system documentation and manuals are essential records, and that you would need these records immediately if an emergency occurred. At what priority level should these records be classified? Select one.
Answer choices [correct answer(s) shown in bold]:	• **Priority 1** • Priority 2 • Priority 3 • Priority 4
Module Number:	3
Lesson Number:	1
Topic Title:	Prioritize Access to Essential Records
IG Location(s):	IG 4-28
PG Location(s):	PG 4-14
Maps to which ELO?	Determine the information needed to complete the Essential Records Template
Bloom's level:	Application

Question ID:	Pre-23
Question:	You've identified your essential records; what's your next step? Select one.
Answer choices [correct answer(s) shown in bold]:	• **Perform a risk assessment and risk analysis** • Determine access priorities • Perform a Business Impact Assessment • Determine preparedness and mitigation strategies • Complete the Essential Records Template
Module Number:	2
Lesson Number:	1
Topic Title:	Risk Analysis—Evaluate Risks
IG Location(s):	IG 2-48
PG Location(s):	PG 2-22
Maps to which ELO?	Explain how to integrate protection of essential records into an agency Continuity of Operations (COOP) Plan
Bloom's level:	Knowledge

Question ID:	Pre-24
Question:	Which of the following is NOT a risk that is related to records management? Select one.
Answer choices [correct answer(s) shown in bold]:	• Inability to respond to legal requests for information • Records being inaccessible due to technology obsolescence • Loss of records due to format deterioration • **Information loss due to employee retirement**
Module Number:	2
Lesson Number:	1
Topic Title:	Risk Assessment—Identify Risks
IG Location(s):	IG 2-37, Slide 2-11
PG Location(s):	PG 2-16, Slide 2-11
Maps to which ELO?	Assess and analyze risks to essential records, including risks specific to your region or locality
Bloom's level:	Knowledge

Question ID:	Pre-25
Question:	After analyzing the risks to your agency's essential records and identifying which risks require action, you must rank these risks to prioritize your planning and protection efforts. Which of the following is NOT a factor when ranking the risks? Select one.
Answer choices [correct answer(s) shown in bold]:	- Cost to reconstruct the data - Cost of defending against legal actions associated with loss **Number of personnel in offices** - The probability and impact of the risks
Module Number:	2
Lesson Number:	1
Topic Title:	Managing the Risk: Prioritizing the Actions
IG Location(s):	IG 2-51
PG Location(s):	PG 2-25
Maps to which ELO?	Assess and analyze risks to essential records, including risks specific to your region or locality
Bloom's level:	Knowledge

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Post-Test Questions

Question ID:	Post-1
Question:	True or false? Typically, less than five percent of government records are essential records.
Answer choices [correct answer(s) shown in bold]:	• **True** • False
Module Number:	1
Lesson Number:	1
Topic Title:	Differentiate Essential Records from Other Records
IG Location(s):	IG 1-71
PG Location(s):	PG 1-32
Maps to which ELO?	Distinguish between nonessential and essential records
Bloom's level:	Comprehension

Question ID:	Post-2
Question:	True or false? A record that is necessary to resume or continue operations is an essential record.
Answer choices [correct answer(s) shown in bold]:	• **True** • False
Module Number:	1
Lesson Number:	1
Topic Title:	What Are Essential Records?
IG Location(s):	IG 1-64
PG Location(s):	PG 1-28
Maps to which ELO?	Identify the five types of essential records
Bloom's level:	Knowledge

Question ID:	Post-3
Question:	Is an agency's Continuity of Operations (COOP) Plan an essential record?
Answer choices [correct answer(s) shown in bold]:	• **Yes** • No
Module Number:	1
Lesson Number:	1
Topic Title:	What Are Essential Records?
IG Location(s):	PG 1-65; Handout 1.1—Essential Records
PG Location(s):	PG 1-28; Handout 1.1—Essential Records
Maps to which ELO?	Identify the five types of essential records
Bloom's level:	Knowledge

Question ID:	Post-4
Question:	To identify your essential records, it's important to know your agency's essential functions. Which of the following will be most valuable with respect to identifying your agency's essential functions? Select one.
Answer choices [correct answer(s) shown in bold]:	• **Agency mission and departmental statements** • Executive meeting minutes • Agency file plans • Industry standards
Module Number:	1
Lesson Number:	1
Topic Title:	Which of Your Agency's Records Are Essential?
IG Location(s):	IG 1-74
PG Location(s):	PG 1-34
Maps to which ELO?	Explain the four sources of information you need to know to identify your essential records
Bloom's level:	Comprehension

Question ID:	Post-5
Question:	True or false? To identify essential records, you should talk to the people on whom you depend to provide services.
Answer choices [correct answer(s) shown in bold]:	• **True** • False
Module Number:	1
Lesson Number:	1
Topic Title:	Which of Your Agency's Records Are Essential?
IG Location(s):	IG 1-76
PG Location(s):	PG 1-36
Maps to which ELO?	Identify stakeholders who will be resources for identifying essential records
Bloom's level:	Knowledge

Question ID:	Post-6
Question:	True or false? Essential functions enable governments to exercise civil authority during an emergency.
Answer choices [correct answer(s) shown in bold]:	• **True** • False
Module Number:	1
Lesson Number:	2
Topic Title:	Determine Essential Functions
IG Location(s):	IG 1-88
PG Location(s):	PG 1-42
Maps to which ELO?	Determine an agency's critical functions in order to identify essential records
Bloom's level:	Application

Question ID:	Post-7
Question:	In order to identify essential business functions, there are several questions you may ask. Which one of the questions noted below would be helpful in determining essential business functions? Select one.
Answer choices [correct answer(s) shown in bold]:	- What functions are essential to your agency that are not done elsewhere? - What records are created by your agency's essential functions? - Is there an alternative method of carrying out your agency's essential functions during the stabilization period? **All of the above**
Module Number:	1
Lesson Number:	2
Topic Title:	Determine the Essential Business Functions
IG Location(s):	IG 1-94
PG Location(s):	PG 1-44
Maps to which ELO?	Determine an agency's critical functions in order to identify essential records
Bloom's level:	Knowledge

Question ID:	Post-8
Question:	A longtime agency employee who is known for keeping information in his head and not documenting anything is retiring soon. This presents what type of risk? Select one.
Answer choices [correct answer(s) shown in bold]:	**Risk from loss of agency memory** - Emergency-related risk - Records-management-related risk - Technology risk
Module Number:	2
Lesson Number:	1
Topic Title:	Risk Assessment—Identify Risks
IG Location(s):	IG 2-30
PG Location(s):	PG 2-13
Maps to which ELO?	Assess and analyze risks to essential records, including risks specific to your region or locality
Bloom's level:	Comprehension

Question ID:	Post-9
Question:	True or false? One benefit of the brainstorming technique for identifying risk is that it stimulates thinking outside the box.
Answer choices [correct answer(s) shown in bold]:	• **True** • False
Module Number:	2
Lesson Number:	1
Topic Title:	Risk Assessment—Identify Risks
IG Location(s):	IG 2-45
PG Location(s):	PG 2-21
Maps to which ELO?	Assess and analyze risks to essential records, including risks specific to your region or locality
Bloom's level:	Comprehension

Question ID:	Post-10
Question:	What are the three categories of emergency-related risks that records managers may encounter? Select one.
Answer choices [correct answer(s) shown in bold]:	• **Natural emergencies, Technological emergencies, Civil emergencies** • Natural emergencies, Civil emergencies, Organizational emergencies • Natural emergencies, Civil emergencies, Personnel emergencies • Natural emergencies, Technological emergencies, Security emergencies
Module Number:	2
Lesson Number:	1
Topic Title:	Risk Assessment—Identify Risks
IG Location(s):	IG 2-33
PG Location(s):	PG 2-14
Maps to which ELO?	Assess and analyze risks to essential records, including risks specific to your region or locality
Bloom's level:	Comprehension

Question ID:	Post-11
Question:	True or false? Risk analysis evaluates the probability and the impact of identified risks.
Answer choices [correct answer(s) shown in bold]:	• **True** • False
Module Number:	2
Lesson Number:	1
Topic Title:	Risk Analysis—Evaluate Risks
IG Location(s):	IG 2-48
PG Location(s):	PG 2-22
Maps to which ELO?	Assess and analyze risks to essential records, including risks specific to your region or locality
Bloom's level:	Comprehension

Question ID:	Post-12
Question:	You have records stored in a high-humidity basement where mold is likely to grow. Which of the following is NOT a good example of a mitigation strategy for handling this risk? Select one.
Answer choices [correct answer(s) shown in bold]:	• Placing a dehumidifier in the basement • Sending the records to a records center • **Putting the records on shelving that is 6" above the floor** • Microfilming the records so that copies can be sent offsite
Module Number:	2
Lesson Number:	2
Topic Title:	Strategies for Handling Risk
IG Location(s):	IG 3-25
PG Location(s):	PG 3-10
Maps to which ELO?	Identify and evaluate preparedness and mitigation measures
Bloom's level:	Knowledge

Question ID:	Post-13
Question:	True or false? One of the most effective ways you can protect the information contained in your agency's essential records is by making copies of those records.
Answer choices [correct answer(s) shown in bold]:	• **True** • False
Module Number:	2
Lesson Number:	2
Topic Title:	Preparedness and Mitigation Measures
IG Location(s):	IG 3-29
PG Location(s):	PG 3-12
Maps to which ELO?	Identify and evaluate preparedness and mitigation measures
Bloom's level:	Knowledge

Question ID:	Post-14
Question:	What protection strategy is used to duplicate data at one or more sites, such as a primary processing site and an alternative site, so that the information is accessible continuously or very quickly in the event that the primary site becomes unavailable? Select one.
Answer choices [correct answer(s) shown in bold]:	• Backup tapes • Routine duplication • On-site protection • **Data replication**
Module Number:	2
Lesson Number:	2
Topic Title:	Preparedness and Mitigation Measures
IG Location(s):	IG 3-32
PG Location(s):	PG 3-14
Maps to which ELO?	Identify and evaluate preparedness and mitigation measures
Bloom's level:	Knowledge

Question ID:	Post-15
Question:	True or false? You will need all essential records immediately (within the first 0–12 hours) after an emergency.
Answer choices [correct answer(s) shown in bold]:	• True • **False**
Module Number:	3
Lesson Number:	1
Topic Title:	Prioritize Access to Essential Records
IG Location(s):	IG 4-28
PG Location(s):	PG 4-14
Maps to which ELO?	Prioritize essential records
Bloom's level:	Application

Question ID:	Post-16
Question:	Records that are needed 12-72 hours after an incident are classified as what priority level? Select one.
Answer choices [correct answer(s) shown in bold]:	• Priority 1 • **Priority 2** • Priority 3 • Priority 4
Module Number:	3
Lesson Number:	1
Topic Title:	Prioritize Access to Essential Records
IG Location(s):	IG 4-29
PG Location(s):	PG 4-15
Maps to which ELO?	Prioritize essential records
Bloom's level:	Application

Question ID:	Post-17
Question:	Building blueprints and telephone trees are classified as what priority level? Select one.
Answer choices [correct answer(s) shown in bold]:	**Priority 1** - Priority 2 - Priority 3 - Priority 4
Module Number:	3
Lesson Number:	1
Topic Title:	Prioritize Access to Essential Records
IG Location(s):	IG 4-28, IG 4-29
PG Location(s):	PG 4-14, PG 4-15
Maps to which ELO?	Prioritize essential records
Bloom's level:	Application

Question ID:	Post-18
Question:	Which of the choices listed below is an advantage associated with using computer tape back-ups to create and maintain essential record copies? Select one.
Answer choices [correct answer(s) shown in bold]:	- May not be structured for easy access **May be created routinely** - Must be located distant from original records - Legal discovery may be cumbersome or impossible
Module Number:	2
Lesson Number:	2
Topic Title:	Duplication of the Original Records
IG Location(s):	IG 3-34
PG Location(s):	PG 3-16
Maps to which ELO?	Identify and evaluate preparedness and mitigation measures
Bloom's level:	Knowledge

Question ID:	Post-19
Question:	What information should you include when developing and documenting procedures for the use of essential records during an emergency? Select one.
Answer choices [correct answer(s) shown in bold]:	- Policies - Delegation of authority - Responsibilities of agency officials **All of the above**
Module Number:	3
Lesson Number:	1
Topic Title:	Develop Procedures to Ensure Access to Essential Records
IG Location(s):	IG 4-39
PG Location(s):	PG 4-22
Maps to which ELO?	Develop procedures to ensure access to and security of essential records
Bloom's level:	Application

Question ID:	Post-20
Question:	Which of the following is a component of the Essential Records Template? Select one.
Answer choices [correct answer(s) shown in bold]:	- Essential records - Access priority level - Maintenance frequency **All of the above**
Module Number:	4
Lesson Number:	1
Topic Title:	Essential Records Template
IG Location(s):	IG 4-63; Handout 4.4—Essential Records Template
PG Location(s):	PG 4-33; Handout 4.4—Essential Records Template
Maps to which ELO?	Identify the components of the Essential Records Template
Bloom's level:	Knowledge

Question ID:	Post-21
Question:	True or false? To identify your essential records, you must perform a Business Impact Analysis.
Answer choices [correct answer(s) shown in bold]:	• True • **False**
Module Number:	1
Lesson Number:	2
Topic Title:	Determine Essential Functions
IG Location(s):	IG 1-90, Slide 1-38
PG Location(s):	PG 1-43, Slide 1-38
Maps to which ELO?	Determine the information needed to complete the Essential Records Template
Bloom's level:	Application

Question ID:	Post-22
Question:	You have determined that your list of contact information for recovery vendors is an essential record and that you would need this record immediately if an emergency occurred. At what priority level should this record be classified? Select one.
Answer choices [correct answer(s) shown in bold]:	• **Priority 1** • Priority 2 • Priority 3 • Priority 4
Module Number:	3
Lesson Number:	1
Topic Title:	Prioritize Access to Essential Records
IG Location(s):	IG 4-28, IG 4-29
PG Location(s):	PG 4-14, PG 4-15
Maps to which ELO?	Determine the information needed to complete the Essential Records Template
Bloom's level:	Application

Question ID:	Post-23
Question:	True or false? You've identified your essential records and performed a risk assessment and risk analysis; your next step should be to identify your business functions.
Answer choices [correct answer(s) shown in bold]:	• True • **False**
Module Number:	2
Lesson Number:	1
Topic Title:	Managing the Risk: Prioritizing Actions
IG Location(s):	IG 2-57
PG Location(s):	PG 2-31
Maps to which ELO?	Explain how to integrate protection of essential records into an agency COOP Plan
Bloom's level:	Knowledge

Question ID:	Post-24
Question:	True or false? Environmental conditions causing deterioration to the physical media on which records are stored is a records management related risk.
Answer choices [correct answer(s) shown in bold]:	• **True** • False
Module Number:	2
Lesson Number:	1
Topic Title:	Risk Assessment—Identify Risks
IG Location(s):	IG 2-38
PG Location(s):	PG 2-17
Maps to which ELO?	Assess and analyze risks to essential records, including risks specific to your region or locality
Bloom's level:	Knowledge

Question ID:	Post-25
Question:	After analyzing the risks to your agency's essential records and identifying which risks require action, you must prioritize these risks. Which of the choices listed below is a factor when prioritizing the risks? Select one.
Answer choices [correct answer(s) shown in bold]:	- Accessibility to copies of the essential records **Cost to reconstruct the data** - Number of personnel in agency offices - The likely natural disasters in your area
Module Number:	2
Lesson Number:	1
Topic Title:	Managing the Risk: Prioritizing Actions
IG Location(s):	IG 2-51
PG Location(s):	PG 2-25
Maps to which ELO?	Assess and analyze risks to essential records, including risks specific to your region or locality
Bloom's level:	Knowledge

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