



## Handout 3.5—Develop Your REAP—Decision Maker, Site Assessment, Goals and Timetables, or Action Team Activity

### Take-Home Activity Goal

The purpose of this activity is to continue working on your Records Emergency Action Plan (REAP).

### Take-Home Activity Instructions

Perform *one* of the following tasks and document your experiences or results on the Decision Maker, Site Assessment, Goals and Timetables, or Action Team Worksheet provided on page 2.

- **Task 1**—Decision Maker: Identify the decision-maker responsible for authorizing the time and resources needed to develop your REAP. Talk to this person about the importance and benefit of a REAP Plan and get his or her authorization to move forward on the REAP project.
- **Task 2**—Site Assessment: If you have already come up against resistance from management about developing a REAP, conduct a site assessment of your immediate area. Document the records in your holdings (both paper and electronic), where they are stored, and any potential risks to the records.

NOTE: For those of you who have taken the *Essential Records* course, you may want to use **Handout 2.3**—Identify and Evaluate Risks Activity—Part 2 when doing your site assessment. Although it is specific to essential records, you might find it a useful place to begin. The handout is available on the IPER Resource Center.

- **Task 3**—Goals and Timetables: If you have already been authorized to begin the REAP project, develop the goals and timetables for your REAP.
- **Task 4**—Action Team: If you have already been authorized to begin the REAP project, establish your REAP Action Team. Identify the individuals you want to be on your team, recruit your team members, and assign their roles and responsibilities.

If you are taking this course with other people from your agency, you may opt to work together and complete this activity as a team.

Be prepared to share your answers with the class at the beginning of the next webinar (Session 4).

### Submit Your Completed Sheet

Please email a copy of your completed sheet to your instructor no later than the day before Session 4.



## Decision Maker, Site Assessment, Goals and Timetables, or Action Team Worksheet

Name(s): \_\_\_\_\_

Agency: \_\_\_\_\_

Which task did you perform? \_\_\_\_\_

Use the space provided below to document your experiences or results (you may use additional sheets of paper if necessary):

- If you performed Task 1, provide the job title of the decision maker you spoke to and describe your experience (how the conversation went, what was discussed, did you find any information to be particularly persuasive, did you get approval to move forward on developing your REAP, etc.).
- If you performed Task 2, document the findings from your site analysis (what records are in your holdings, where are the records stored, what are the potential risks to records, and so forth).
- If you performed Task 3, provide the goals and timetables for your REAP.
- If you performed Task 4, list the members of your Action Team (names and job titles) and their Action Team responsibilities. Also provide a brief description of your experience recruiting your team members (were people open to the idea of a REAP, were people willing to participate in the Action Team, etc.).