



# Building Blocks to Records Readiness

Level 1:  
Awareness

Level 2:  
Basic Plan

Level 3:  
Comprehensive Plan

Level 4:  
Established Program

Level 5:  
Preparedness Leader

**Essential Records:**

Those records needed to respond to an emergency and those records needed to resume and continue operations.

**Disaster Preparedness:**

The planning and activities prior to a disaster that help ensure an efficient response, and minimization of damage to materials.

**Disaster Response:**

The actions taken immediately following a disaster to maximize the amount of materials saved. Important to avoid mold growth.

**Disaster Recovery:**

Long-term efforts, including conservation and restoration work following the response phase.

<p>You have identified the essential functions of your organization and stakeholders as a first step toward determining which of your records are essential.</p>	<p>You have identified and created a written inventory of your organization's Essential Records based on its essential functions.</p>	<p>You have identified risks to your Essential Records. You have a Continuity of Operations and/or Disaster Plan and have incorporated Essential Records into the plan(s).</p>	<p>You have mitigated known risks and implemented measures to protect all or most of your Essential Records.</p>	<p>You have established an ongoing process of securing essential records, including appropriate duplication, off-site backup, and annual review of Essential Records inventories and procedures.</p>
<p>The leadership of your organization has acknowledged the need to plan for records-related emergencies and is committed to starting the planning process.</p>	<p>You have completed a written basic disaster preparedness plan, or you have begun work on such a plan and have a schedule for completing it within the next month.</p>	<p>You have completed a plan with identified priorities, contacts, procedures and responsibilities, and the plan has been distributed to appropriate staff.</p>	<p>You have disaster supplies and contracts in place and have practiced the plan within the past 12 months.</p>	<p>You participate in your regional Alliance for Response Network and have supplies to assist neighboring repositories in event of a records-related disaster.</p>
<p>You understand that the first response priorities are, in this order, are to ensure human life and safety, stabilize the incident, then protect property and collections.</p>	<p>You have a disaster response document that tells you how to stabilize the environment; stop ingress of water; keep air circulating; and reduce humidity.</p>	<p>Staff have received verbal instructions (or demonstrations) about how to stabilize affected records, including pack out priorities and how to begin air drying, freezing, or staging for vendor retrieval in the best environment available. Immediate response procedures are incorporated into your disaster preparedness plan.</p>	<p>Staff have practiced and become proficient at stabilizing affected records, including pack out priorities and how to begin air drying, freezing, or staging for vendor retrieval in the best environment available.</p>	<p>You are a member of the Pennsylvania Alliance for Response Team (PaCRT) and are able to provide expertise to other repositories who face a records-related disaster.</p>
<p>You have identified conservators who could perform treatments on the materials in your collection.</p>	<p>You have a readily accessible written list of conservators and their phone numbers to call for treatment services and collections care questions; your insurance policy covers conservation treatment.</p>	<p>You have funds set aside to be used for conservation treatment and have incorporated conservation treatment in your Continuity of Operations Plan.</p>	<p>You have established a contract with a conservation lab staffed by professionally-qualified conservators who are able to treat your records in a records-related disaster.</p>	<p>You have an in-house conservation lab staffed with professionally-qualified conservators who are able to treat your own records as well as other repositories in a records-related disaster.</p>