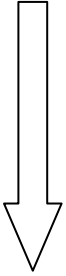
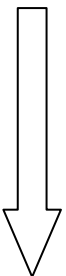
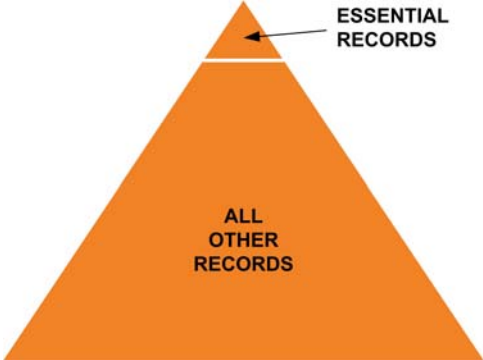




## Handout 1.1—Essential Records

PRIORITY FOR ACCESS*	ESSENTIAL RECORDS ARE RECORDS THAT:	EXAMPLES INCLUDE:
<b>Priority 1: First 1–12 hours</b>  	Are necessary for emergency response	<ul style="list-style-type: none"> <li>• Copy of emergency and/or Continuity of Operations (COOP) Plan</li> <li>• Infrastructure and utility plans</li> <li>• Maps and building plans</li> <li>• Emergency contact information</li> </ul>
	Are necessary to resume or continue operations	<ul style="list-style-type: none"> <li>• Delegations of authority</li> <li>• Contracts and leases</li> <li>• Payroll</li> <li>• Prison, jail, and parole records</li> <li>• Insurance records</li> </ul>
<b>Priority 2: First 12–72 hours</b>  	Protect the health, safety, property, and rights of residents	<ul style="list-style-type: none"> <li>• Deeds, mortgages, land records</li> <li>• Birth and marriage records</li> <li>• Medical records</li> <li>• Active court proceedings</li> <li>• Education and military service records</li> <li>• Voting records</li> <li>• Professional licenses</li> </ul>
	Would require massive resources to reconstruct	<ul style="list-style-type: none"> <li>• Geographic information systems data</li> <li>• Tax records</li> </ul>
<b>Priority 3: After first 72 hours</b>	Document the history of communities and families	<ul style="list-style-type: none"> <li>• Historical documents</li> <li>• Photographs</li> <li>• Identity records</li> </ul>
<ul style="list-style-type: none"> <li>• Only a small percentage (typically, less than five percent) of all Government records are essential</li> <li>• Value during an emergency makes a record essential</li> <li>• As disruption time increases, more records become essential</li> <li>• “Records” can be in many different formats, including paper or electronic</li> </ul>		

\* See **Handout 4.1**—Access Priorities Table for details on what is covered in each of these priority categories.

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