



# Handout 1.7—Determine Essential Functions and Identify Essential Records Activity

## Part 1—In-Class Activity

### In-Class Activity Instructions

Use the information provided in **Handout 1.6**—The Division of Public Recreation (DPR) Overview, to complete the DPR Essential Functions and Essential Records Table (Table 1):

- Select one of the three essential functions of the DPR Jacksonville Regional Office provided in the **Essential Functions** column.
- Identify the essential records that might be created by the DPR Jacksonville Regional Office in support of your selected essential function and enter those records in the **Essential Records** column.
- Provide the rationale for why you thought the records are essential in the **Why Is It an Essential Record?** column.

### NOTES:

- **Handout 1.6** contains more information than necessary. Part of the task is to go through the information and weed out what you need.
- You may need to make some assumptions (be creative) in order to complete this part of the activity.



*Table 1: DPR Essential Functions and Essential Records*

ESSENTIAL FUNCTIONS	ESSENTIAL RECORDS	WHY IS IT AN ESSENTIAL RECORD?
Deputy Administration		
Information Technology		
Environmental Quality Office		



## Part 2—Take-Home Activity

### Take-Home Activity Goal

Identify five essential records, one for each of the five types of essential records. These are records that:

- Are necessary for emergency response
- Protect the health, safety, property, and rights of residents
- Are necessary to resume or continue operations
- Would require massive resources to reconstruct
- Document the history of communities and families

### Take-Home Activity Instructions

Complete the *My Agency's Essential Functions and Essential Records Table* by doing the following:

- For each essential record type, determine a corresponding essential function performed by your agency or department and record that function in the **Corresponding Essential Functions** column.
- Identify an essential record that is created by your agency in support of the essential function and enter that record in the **Essential Record** column.
- In the **Brief Description of Your Process** column, provide a brief explanation of the process you used to determine the essential function and essential record.

In the event that there is NO essential record for one of the five types, leave blank the **Essential Records** block for that type, but in the corresponding **Brief Description of Your Process** block, describe the process you used to determine that there was no essential record corresponding to that type.



NOTE: You may use any process you like to determine essential functions and identify essential records, including:

- Review mission and departmental statements (or similar information) for your agency or department
- Determine the requirements of your Continuity of Operations (COOP) Plan
- Review existing records retention schedules
- Interview key staff members
- Consult information technology's (IT) Business Impact Analysis (BIA) or Contingency Plan

Most likely, you will need to use several different processes to complete the activity.

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 and experiences with the class at the beginning of the next webinar (Session 2).

### **Submit Your Completed Sheet**

Please email a copy of your completed sheet to your instructor no later than the day before Session 2.



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

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

*Table 2: My Agency's Essential Functions and Essential Records*

TYPE OF ESSENTIAL RECORD	CORRESPONDING ESSENTIAL FUNCTION	ESSENTIAL RECORD	BRIEF DESCRIPTION OF YOUR PROCESS
Records that are necessary for emergency response			
Records that protect the health, safety, property, and rights of residents			
Records that are necessary to resume or continue operations			
Records that would require massive resources to reconstruct			
Records that document the history of communities and families			

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