Handout 4.1—Access Priorities Table

Table 1: Access Priorities Table

LEVEL	DEFINITION	ACCESS	EXAMPLES	TIMEFRAME FOR ACCESS
Priority 1	Records essential for response and emergency operations and therefore needed immediately	Physical protective storage is close to disaster response site for immediate access. Electronic replication methods are available for immediate access of information.	• Emergency action plan • Business continuity plan • Vital records manual • Current facility drawings • Personnel security clearance files	Within the first 0–12 hours
Priority 2	Records essential for quick resumption and continuation of business following an emergency	Physical protective storage is close to disaster recovery site for quick business resumption. Electronic methods are quickly accessible, and backups can be quickly restored.	• Current client files • In-progress Accounts Payable and Accounts Receivable • Research documentation • Current contracts and agreements	Within the first 12–72 hours
Priority 3	Records needed to continue essential functions if normal agency information were unavailable for a prolonged period	Physical protective storage is accessible and outside of the disaster area.	• Accounts Payable and Accounts Receivable files • Existing contracts and agreements • Unaudited financial records	After the first 72 hours

This chart is based in part on ARMA International, ANSI-ARMA 5–2003 *Vital Records: Identifying, Managing, and Recovering Business-Critical Records.*

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