



Handout 4.2—Establishing a Duplication Schedule for Essential Records

Duplication schedules for *electronic* records are quite straightforward: Copy the records; move them off site; and rotate the “backup” media, if any, periodically. Not so with fixed media that are harder to copy and update, such as paper and microform.

However, Priority 1 Essential Records are so critical to emergency response that updated copies *must* be located off site.

For other essential records in electronic form, backup copies should be made daily and fully accessible copies should be transferred off site monthly, either through a wide-area network or by physical media, such as tapes, external hard drives, or disks. Off-site software and hardware capable of reading these records are critical to the success of this strategy.

Other essential records not in electronic form should be (1) held in secure and fire-resistant locations while in active office use, and (2) transferred to a secure, fire- and other-hazard-resistant location, such as a fully qualified records center, as soon as their current business use has passed. Earlier copying of the most important of these by paper duplication, electronic imaging, or microform for off-site storage will substantially reduce the risk of loss and improve chances of an early return to business after an emergency.



Table 1: Factors for Establishing a Duplication Schedule for Essential Records

ESSENTIAL RECORDS SUCH AS:	THAT MAY CHANGE:	LIKELY WORKING MEDIA:	RECOMMENDED METHOD AND MEDIA FOR COPIES	COMMENTS
Geographic Information System (GIS) data and images; large databases containing financial information	Continuously	Electronic, possibly photographic prints	Electronic—Mirroring	Priority should be given to moving these records to electronic form for ease of duplication and safeguarding.
Priority 1 Essential Records <ul style="list-style-type: none"> • General Emergency, Records Emergency Action Plans (REAP), and Continuity of Operations (COOP) Plans • Delegation of authority • Infrastructure and utility plans; maps and building plans • Emergency contact information • E911 addressing data 	Daily	Paper and electronic	Electronic—Tape or Disk	Priority should be given to moving these records to electronic form for ease of duplication and safeguarding. Routine backup on separate media for each business day.
Priority 1 Essential Records, continued.	Weekly	Paper and electronic	Electronic—Tape or Disk	Retain a cumulative backup for the month, releasing the media holding weekly data for reuse. Ensure that fully accessible copies are made, with supporting software and hardware for recovery.
Priority 1 Essential Records, continued.	Monthly	Paper and electronic	Electronic—Tape	
Birth, death, marriage, adoptions, land titles, and other vital personal information; payroll; insurance; delegation of authority; current ordinances, laws, policies, directives	Rarely, though new records may be added periodically	Electronic, sometimes paper and/or microfilm	Microfilm remains the best method of preservation for paper records that change infrequently and that must be protected against unauthorized alteration.	If records are created electronically, follow the advice for records that change monthly (see above).