Handout 4.3—Determine Timeframes for Accessibility Activity

In-Class Activity

In-Class Activity Instructions

This activity will be conducted as a group discussion.

The instructor will select several records from the DPR's Priorities and Timeframes for Accessibility table and will ask you to determine the records' accessibility priority, accessibility timeframe, and cycling frequency.

Table 1: DPR's Priorities and Timeframes for Accessibility

	ESSENTIAL RECORDS	ACCESSIBILITY PRIORITY	ACCESSIBILITY TIMEFRAMES	CYCLING FREQUENCY
1.	Payroll			
2.	EEO Files			
3.	Orders of Succession			
4.	Location of Hazardous Chemicals			
5.	Critical Habitat Maps			
6.	System Backup Tapes			
7.	Open Contracts (selected documents)			
8.	Lab Results for Water Samples			
9.	Waterway Charts			
10.	Unique EIS			
11.	Delegation of Authority			
12.	Public Comments			
13.	System Documentation and Manuals			
14.	Controversial Grants			