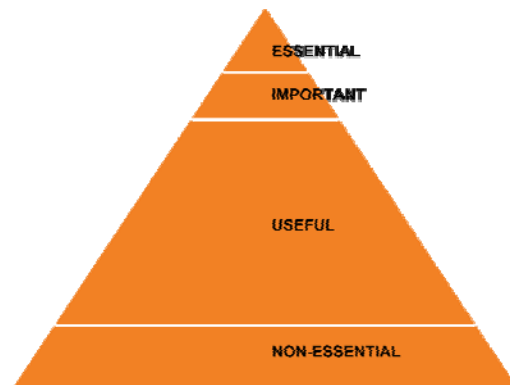




## Essential Records

<i>Are records that:</i>	<i>Examples include:</i>
Are necessary for emergency response	<ul style="list-style-type: none"> <li>• copy of emergency plan/COOP</li> <li>• infrastructure and utility plans</li> <li>• maps and building plans</li> <li>• emergency contact information</li> </ul>
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 &amp; military service records</li> <li>• voting records</li> <li>• professional licenses</li> </ul>
Are necessary to resume or continue operations	<ul style="list-style-type: none"> <li>• delegations of authority</li> <li>• contracts &amp; leases</li> <li>• payroll</li> <li>• jail and parole records</li> <li>• insurance records</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>
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• historical documents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>

- Only a small percentage (typically, less than 5%) of all government records are essential
- As disruption time increases, more records become essential
- "Records" can be paper or electronic



### For further information:

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