



Records Coordinator
All-Hands Meeting
SEPTEMBER 7, 2023

NORTH
Dakota
Be Legendary.

Information Technology

Agenda

- Essential Records and Disaster Recovery Planning
 - Guest Speaker: Natasha Peterson, Business Resilience Coordinator, NDIT
- News from Records Management
- Questions

What is an essential record?

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; or document the history of communities and families.

Why they need to be identified?

- Coordinate disaster recovery response efforts
- Continuity of mission essential functions.
- Safeguarding and data protection.

Why they need to be identified?

Electronic Records

- NDIT standard backup practices
 - Daily incremental backups
 - Run between 5 p.m. and 7 a.m.
 - Stored for 30 days
 - At a secondary site from the production environment
 - NDIT Hosting SLA (*available at <https://www.ndit.nd.gov/support/service-level-agreements>*)
- Vendor-hosted solutions

Physical Records

- Where are the records located?
- How are the records stored?
- What are the environmental considerations for the type of media?



What does this mean to you?

- Review your current record series and identify the essential records.
- Update RMS to label them as essential.
- Identify essential records that do not have a record control number and add them to RMS.

Records Management System Update

How to make changes to your retention schedule in RMS:

Training documents on our website: [RMS Training for Records Coordinators](#) or

Refer to the **March 9, 2023** RC training recording/slides: [General Records Coordinator Training](#)

800511 - DISASTER RECOVERY PLAN

This series contains disaster recovery plan.

Information Technology Dept - Security (1120 - 007)

Series Details

Duplicate: N

Status: Approved

Approval Date: 11/16/2017

Confidential/Exempt By Law: Yes

Cite Statute: NDCC 44-04-27

Applicable State or Federal law, requirement, or policy that applies to the retention of this record:

Send to State Library: No

Essential Record: Yes

Explanation: This is ITD's disaster recovery plan

Original Record Series: Yes

Essential Records Recap

Essential records:

- provide the organization with information it needs to conduct business during a disaster and resume normal business after the emergency passes.
- allow the agency to continue functioning under a range of adverse conditions, whatever their intensity and duration.
- can go by other names such as vital, mission-critical, or business-critical records.
- must be identified, reviewed regularly, and protected from intentional or accidental damage, loss, or manipulation.

Records are considered essential when they:



- are necessary for emergency response
- are necessary to resume or continue operations
- protect the health, safety, property, and rights of residents
- would require massive resources to reconstruct
- document the history of communities and families

- 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



Source: IPER (Intergovernmental Preparedness for Essential Records): [IPER Essential Records.pdf](#)

Essential Records Examples

PRIORITY FOR ACCESS*	ESSENTIAL RECORDS ARE RECORDS THAT:	EXAMPLES INCLUDE:
Priority 1: First 1–12 hours 	Are necessary for emergency response	<ul style="list-style-type: none"> • Copy of emergency and/or Continuity of Operations (COOP) Plan • Infrastructure and utility plans • Maps and building plans • Emergency contact information
	Are necessary to resume or continue operations	<ul style="list-style-type: none"> • Delegations of authority • Contracts and leases • Payroll • Prison, jail, and parole records • Insurance records
Priority 2: First 12–72 hours 	Protect the health, safety, property, and rights of residents	<ul style="list-style-type: none"> • Deeds, mortgages, land records • Birth and marriage records • Medical records • Active court proceedings • Education and military service records • Voting records • Professional licenses
	Would require massive resources to reconstruct	<ul style="list-style-type: none"> • Geographic information systems data • Tax records
Priority 3: After first 72 hours	Document the history of communities and families	<ul style="list-style-type: none"> • Historical documents • Photographs • Identity records

News from Records Management

RMS:

- RCN 450102 Electronic Communications removed from ND General Schedule
- Disposal report due date change to December 31
- Retention Codes Cleanup: reach out to RM if you'd like to be part of the working group

Other Projects:

- Data Classification Policy: [Data Classification Policy | North Dakota Information Technology \(nd.gov\)](#)
 - DLP (Data Loss Prevention): tool designed to identify, protect and secure the storage and/or transmission of moderate or high-risk data

Next meeting: December 2023

- If you have any future topic or speaker ideas (or would be willing to present to this group) please let us know!

Questions?

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Visit our website: [Records Management | North Dakota Information Technology \(nd.gov\)](https://www.nd.gov/records-management)