

Essential Records List 2021

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 • Disaster recovery plan and contacts • IT Infrastructure and Utility plans and contacts • Maps and building plans • Emergency contact information
	Are necessary to resume or continue operations	<ul style="list-style-type: none"> • Employee lists or rosters and contact info • Delegations of authority • Contracts and leases • Payroll • Insurance records • Accounts payable and receivable records
Priority 2: First 12-72 hours	Protect the health, safety, property, and rights of employees and students	<ul style="list-style-type: none"> • Student records, transcripts, record cards • Active court proceedings or police investigations files PRR • Keys logs and key cards • SPED records <ul style="list-style-type: none"> • <i>HR files</i> • Professional licenses • Hazardous substance files

	Would require massive resources to reconstruct	<ul style="list-style-type: none"> • Information systems organizational data access and communications structures • Student records • Unique computer programs <ul style="list-style-type: none"> • <i>Paper records archival</i>
Priority 3: After first 72 hours	Document the history of the organization, community or families	<ul style="list-style-type: none"> • Historical documents • Photographs • Identity records • Property ownership records