



EMERGENCY SERVICES SECTOR CONTINUITY PLANNING SUITE WORKSHEET 6 ESSENTIAL RECORDS MANAGEMENT



INTRODUCTION

The following worksheet is derived from the Continuity Capability Evaluation for the Emergency Services Sector (CCE) to assist Emergency Services Sector organizations in evaluating and filling gaps in their continuity capability. For more information, visit the [Emergency Services Sector Continuity Planning Suite](#).

Essential records management encompasses the systems that support full connectivity among the organization’s leadership internal elements and other organizations to perform essential functions during an emergency. The identification, protection, and ready availability of essential records, databases, and hard copy documents needed to support essential functions under the full spectrum of all-hazards emergencies are critical elements of a successful continuity plan and program. Organizations should strongly consider multiple redundant media for storing their essential records. Every organization has different functional responsibilities and business needs. An organization should decide which records are essential to its operations and then assign responsibility for those records to the appropriate personnel.

INSTRUCTIONS

As one of 11 elements of continuity capability, essential records management contains objectives supporting the element and practices fulfilling each objective. Review the following objectives and practices. For each practice, select Yes, No, or N/A to represent whether your organization has completed the action described in the practice. Include comments that provide information explaining how the practice is complete or why it is not complete. Tally all selections for the element and record them in the Totals below. For guidance on how to choose between Yes, No, or N/A for each practice of the element, see the Introduction of the CCE.

Total Yes: _____

Total No: _____

Total N/A: _____

For guidance on developing an essential records plan, see Emergency Services Sector Continuity Planning Suite. The template can support filling gaps in continuity identified in the initial evaluation.



Objective 6.1

Identify and acquire effective communications systems that support full connectivity, under all conditions, among key government leadership, internal elements, other agencies, critical customers, and the public.

Practice 6.1.1

The organization's official essential records program has identified and protected records that specify how the organization will operate in an emergency or disaster.

Yes No N/A

Comments: _____

Practice 6.1.2

The organization's official essential records program has identified and protected records necessary to the organization's continuing essential functions and resumption of normal operations.

Yes No N/A

Comments: _____

Practice 6.1.3

The organization's official essential records program has identified records needed to protect the legal and financial rights of the organization and the public.

Yes No N/A

Comments: _____

Practice 6.1.4

The organization's official essential records program has included appropriate policies, authorities, procedures, and the written designation of an essential records manager.

Yes No N/A

Comments: _____

Practice 6.1.5

The organization has incorporated its essential records program into its overall continuity plans.

Yes No N/A

Comments: _____

