



YOU PROBABLY WILL SURVIVE

Will your records?

# What is a Record?

- **Federal Definition 44 U.S.C. 3301**
- **Commonwealth Definition *Code of Virginia*, Title 42.1 Chapter 7**
- **Simply put:**
  - Documents a business activity
  - Media doesn't matter
  - Organizational asset

# Records Management is ...

- **A business process**
- **Systematic control**
- **Included in**
  - Document Management
  - Content Management
  - Knowledge Management

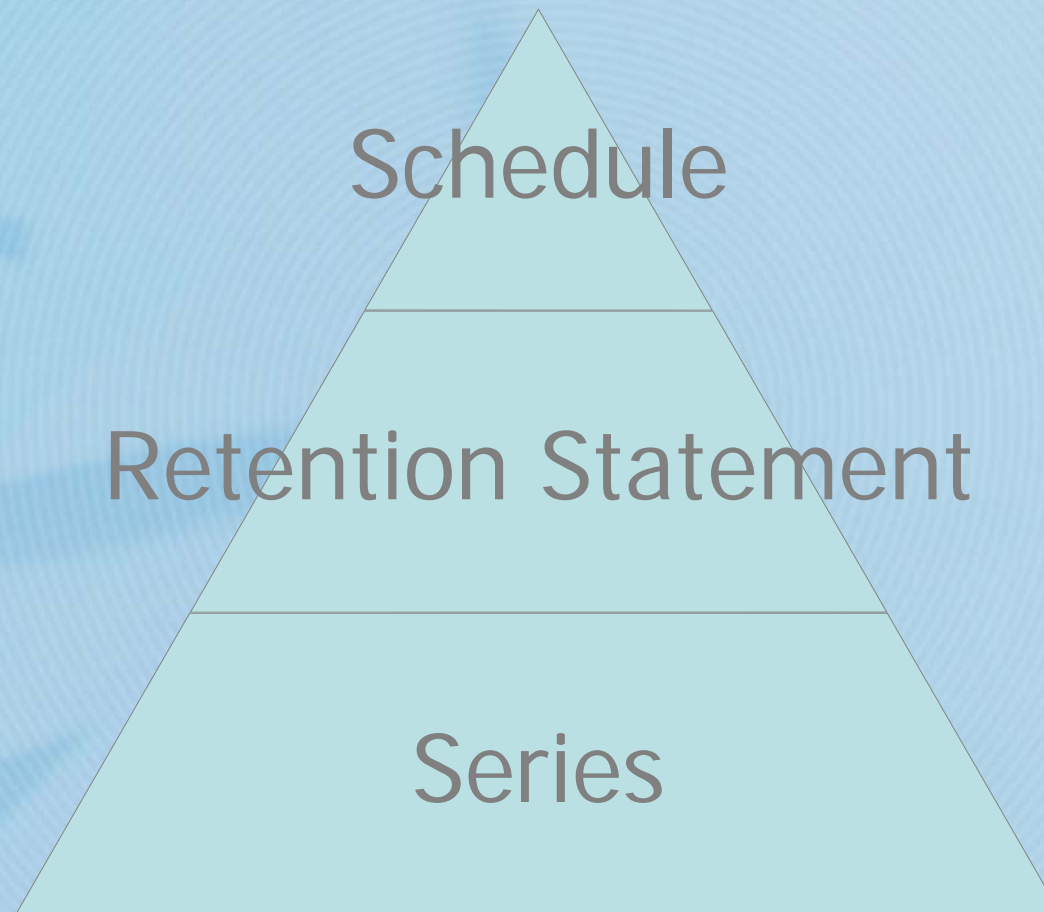
# Records Management Crosses All Functional Areas



## RM Program includes:

- Active Files Management
- Inactive Files Management
- Retention & Disposition Schedules
- Archives Management
- Vital Records Protection
- Disaster Preparedness/Recovery Planning

# The Records Management Pyramid



**“The ability to respond to a disaster successfully is not an operational management initiative but an essential component of the cost of doing business.”**

**- David O. Stephens CRM, FAI, CMC**

## **Disasters include:**

- Natural**
- Human**
- Technological**

# Planning Process

- **Business Impact Analysis (BIA)**
- **Organizational Records Impact Analysis**
- **Risk Management**
  - Risk Analysis
  - Risk Assessment

# The Order of Precedence

**Save what is:**

- **Mission Critical**
- **Important**
- **Useful**
- **Non-Essential**

**In this order!**

# Plans

- **Disaster Recovery Plan (DRP)**
- **Business Recovery Plan (BRP)**
- **Continuity of Operations Plan (COOP)**

# Plan Basics

- 1. Protection**
- 2. Prevention**
- 3. Recovery**

# Protection Methods

- **Dispersal**
- **Protective Storage**
- **Electronic Protective Storage**

# Prevention Strategies

- **Facility Survey**
  - Physical Plant
  - Office Areas
  - Computer System(s)
- **Human Survey**

# Recovery Resources

- **Team**
- **Supplies**
- **Instructions for salvage**
- **Cold Storage Facility**
- **Document Restoration Experts**

# Plan Records Specific Components

**Every plan must have at least the following:**

- **Formally stated objective**
- **Roles and responsibilities**
- **Vital records locations**
- **Protection methods**
- **Recovery procedures**
- **Restoration (resources)**

# For Future Reference

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