



DOCUMENTING GOVERNMENT

PROMOTING HISTORY

SECURING RIGHTS



Electronic Records Emergency Planning and Response

www.statearchivists.org

Electronic records are critical to assist continuity of operations at archives, libraries, and museums in the event of emergencies. CoSA presents some core concepts and actions to aid electronic records emergency planning at your repository:

ORGANIZATIONAL INFRASTRUCTURES

- Solicit the active collaboration of senior management in formulating strategies to protect your electronic records from physical, technological, and security risks.
- Evaluate staff competencies to establish action teams responsible for the component tasks of electronic records emergency planning.
- Account for all restrictions applicable to your collections at the outset of the electronic records emergency planning process.
- Cooperate with your Records Management and IT staff at each stage of electronic records emergency planning.
- Treat electronic records emergency planning as a perpetual work in progress.

PREPAREDNESS, RESPONSE, and RECOVERY

- Assess facilities, equipment, and computer networks to expose potential risks to your electronic records.
- Prepare alternate computing sites and backup networks to deploy in the event of electronic records emergencies.
- Generate task-specific report templates to document electronic records emergency response and recovery actions.
- Include vendors specializing in electronic media and data recovery on emergency contacts lists.
- Attend disaster preparedness workshops available in your area or online.
- Consult local first responders to test your electronic records emergency action plan.