



Purpose of the Plan

The purpose of this plan is to provide guidance with regard to the recovery and restoration of mission critical documents and information that may be damaged or lost in a mishap or disaster. "Mission critical" is defined as documents and/or information necessary for the successful day-to-day operation of the institution. For the purposes of this plan, mission critical documents and information will be referred to as "records."

Activation of the Plan

Implementation of the provisions of this plan will depend largely on the nature of the cause of damage to records.

Causes such as a leaking roof or a broken water line usually result in localized damage which is limited to an office, office suite or floor of a building. In cases of such localized damage, the manager(s) of the affected unit(s) will be responsible for implementing the recovery process.

Causes such as fire or severe weather often result in more widespread damage. In such cases, it is possible that the USG Emergency Protocol and Safety Plan will be activated. The provisions of the Emergency Protocol and Safety Plan take precedence over the Records Management Disaster Preparedness Plan. When the Emergency Protocol and Safety Plan is in effect, the Records Management Disaster Preparedness Plan is to be activated only when clearance to enter the affected building(s) and begin assessing damage to records has been given.

In all situations, the safety of students, faculty and staff is of the utmost importance. Fire or severe weather may cause structural damage that renders a building unsafe for occupancy. In the case of flooding, the

Types of Records

Electronic Data: In this case, records are maintained in an electronic format and are stored on network servers. These records include, but are not limited to, admissions files, academic transcripts, financial records, human resource records, e-mail, and web page files.

Paper Files: Even with the use of electronic data storage, there remains a significant amount of paper records that are mission critical. These records include but are not limited to, admissions files, academic transcripts, financial records, human resource records and various communications and directives that were created before the advent of the widespread use of electronic data storage. Additionally, there exist many paper records of an archival nature that, while not necessarily mission critical, are of great historical value to the institution.

Prevention of Loss ae2.ey2en, t

and capacity.

- Freezing: Freezing is appropriate when documents have received direct damage. Usually done by a restoration specialist, this process involves separating records and placing them in special containers in commercial freezers. Depending on the volume of records involved, this process can often require several months to complete.

Restoration Methods for Fire Damage

The full recovery of records damaged due to fire is less probable than records damaged by water. For this reason, duplication and offsite storage of mission critical records is vital.

- Documents damaged by fire that are recoverable will have a permanent smoke odor. In cases where it is necessary, a process called "dry cleaning" may remove most, if not all of the smoke odor. This process is q00760q00760q00sc q 00082n2 749.8780m 7