Checklist for Identifying and Protecting Response Information

Have Measures Been Taken To. . .	**Yes**	**No**
1. Examine all operations to determine the information needed to support response operations to any type of emergency or disaster?	☐	☐
2. Ensure that a current inventory of records is available and accessible?	☐	☐
3. Evaluate the need for information based on its necessity for carrying out emergency operations and/or its necessity for protecting the rights and interests of the jurisdiction and its citizens, rather than on its value as permanent records?	☐	☐
4. Evaluate the information and/or records to determine who uses it, how, and how often?	☐	☐
5. Ensure that those who need to use the information can access/retrieve it easily?	☐	☐
6. Determine which information may be required at multiple locations simultaneously or nearly simultaneously?	☐	☐
7. Ensure "version control" for dynamic records (i.e., records that are updated regularly or are used at multiple locations)?	☐	☐
8. Minimize the risk of damage to or loss of information and records during an emergency?	☐	☐
9. Protect sensitive or classified information?	☐	☐
10. Safeguard legal and financial records necessary to protect the interests of the jurisdiction?	☐	☐
11. Promote rapid recovery of information or records that are damaged or destroyed in an emergency?	☐	☐
12. Ensure that up-to-date copies of all vital information and records are available at the alternate EOC location?	☐	☐
13. Ensure that personnel are assigned responsibility for maintaining the currency of and protecting information and records?	☐	☐

Note: Any items on this list that are checked "No" should be examined more carefully and resolved as soon as possible.