Disaster Preparedness & Recovery

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What is a Disaster Plan

Policies, procedures, and information that direct the appropriate actions to recover from and mitigate the impact of an unexpected interruption of operations, whether natural or man-made. (SAAGlossary)

Disasters Happen

PREPARE NOW LEARN HOW

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Definitions

Prevention
• Action of stopping something from happening or arising

Preparation
• Action or process of making ready

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Preservation
• The act of keeping from harm, injury, decay, or destruction, especially through noninvasive treatment.

Conservation
• The repair or stabilization of materials through chemical or physical treatment to ensure that they survive in their original form as long as possible.

Developing a Disaster Plan
1. Identify Team Members
2. Identify Potential Disasters
3. Identify Vital Records
4. Develop methods and procedures to safeguard records
5. Establish action plan for recovery

Disaster Response Team
• Director
• Archivist or Disaster Recovery Consultant
• Records Personnel
• Facilities Director
• IT Staff
• Public Safety Personnel
• Public Affairs
Identify Potential Disasters

- Flooding
- Fire
- Earthquake
- Wind
- Snow/Ice
- Epidemic
- Vermin/Insects
- Power Failure
- HVAC Failure
- Hardware/Software Failure
- Explosion
- Gas Leaks
- Data Entry Error
- Improper Handling
- Unauthorized Access
- Vandalism/Theft
- Sabotage
- Civil Disorder

Identify Vital Records

Essential records that are needed to meet operational responsibilities in emergencies or disaster conditions, or protect legal and financial rights

Types of Vital Records

- Emergency Operating Records needed to resume or continue operations
- Legal, Financial, & Rights, Health & Safety unique, irreplaceable
- Documentation of Information Systems
Create Vital Records List

Ohio History Center – Priority List, effective 2019/05/01

<table>
<thead>
<tr>
<th>#</th>
<th>Record Title</th>
<th>Priority</th>
<th>Collection</th>
<th>Internal Location Code</th>
<th>Description/Location</th>
</tr>
</thead>
</table>

Develop Methods & Procedures to Safeguard Records

- Keep records storage areas clean and orderly
- Inspect Regularly
- No Food or Drink
- No Smoking
- Security
- Integrated Pest Management
- Duplication and Dispersal

Proper Records Storage

- Limit Light and Dust
- Avoid Leaky Basements and Attics
- Metal shelving
- Standard size boxes
- Fire alarms and extinguishers
- Temperature and Humidity Controls
- (cool, dry, consistent)
Temperature and Humidity Controls

<table>
<thead>
<tr>
<th>Area</th>
<th>Temperature (°F)</th>
<th>Relative Humidity (+ or ‐3%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Combined records and user areas</td>
<td>70° (max)</td>
<td>30‐45%</td>
</tr>
<tr>
<td>Dedicated storage area</td>
<td>65° (max)</td>
<td>30‐45%</td>
</tr>
</tbody>
</table>

https://groups.niso.org/publications/tr/tr01.pdf

Filing Records

Filing Records
Storing Electronic Records

- Limit Light and Dust
- (Cool, Dry, Consistent)
- No Food/Drink
- Caution with Magnetic Fields
- Buy Quality Media
- Protect Exposed Media
- Store vertical in Original Cases
- Metal Cabinets
- Remember in Disaster Plan

Media Choices

<table>
<thead>
<tr>
<th></th>
<th>Readability</th>
<th>Accessibility</th>
<th>Stability</th>
<th>Storage Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper</td>
<td>Eye Readable</td>
<td>Access to single user</td>
<td>Fairly stable in proper environment</td>
<td>Large storage space required</td>
</tr>
<tr>
<td>Microfilm</td>
<td>Eye Readable</td>
<td>Access to multiple users through duplicates</td>
<td>Stable in proper environment (500 years)</td>
<td>Minimized storage space</td>
</tr>
<tr>
<td>Electronic</td>
<td>Requires hardware &amp; software</td>
<td>Access to multiple users through hardware and software</td>
<td>Unstable, need to check and migrate data</td>
<td>Electronic storage is inexpensive and requires minimal space</td>
</tr>
</tbody>
</table>

We see a lot of:

But suggest:

Or:
Disasters Happen

Establish Action Plan-
Key Components

- Communications
- Emergency Systems Locations
- Defined Team Roles
- Action Steps
- Salvage Priorities
- Salvage Procedures
- Insurance
Emergency Phone List
- Fire, Police, EMT
- Security, Facilities
- Commercial Recovery Vendors
- Insurance Company
- Electrician, Plumber, Locksmith, HVAC
- Utilities
- Local EMA
- Conservation/Preservation Assistance
- Temporary Storage/Drying Space
- Local Freezer Facility

Freezing
- Can “buy time” to make decisions
- Inhibits mold growth

Working with Vendors
- Consult local/regional networks for recommendations (CARMA and LGR listserv)
- Be clear about needs
- Ask questions and ask for details
- Document everything with photos
- Request sample of their work
- Sign agreement/contract that specifies treatments
Salvage Priorities

• Vital Records
• Historical/Scholarly Importance
• Financial Value
• Central to Mission
• Irreplaceable
• Staff/Personnel Records

Be Equipped

• Respirators/masks
• Gloves
• Hardhats
• Boots
• Goggles
• Aprons
• Cleaning Supplies
• Packing and Drying Materials

Recovery Objectives

• Safety of personnel
• Reduce damage to records and save as much as possible
• Record damage (and any records destruction)
• Stabilize environment
• Return to normal activities as soon as possible
How to Document Destruction

1. Local Government Records F.:
2. https://www.ohiohistory.org/pr/forms

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RC-1 Form: Damaged records

Step 1: Document

Records commission meets
Step 2: Meet
RC-1 signed
RC-1 submitted to OHC

OHC (signs)
Auditor of State (signs)
Step 3: Review

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One-Time Disposal of Obsolete Records (RC-1): Part 1

Work Together!

- Get involved with CARMA if you are a county
- Contact your county for guidance and support
- Join the LGR listserv
- Ask questions, tell success stories
Resources

- National Archives
- Library of Congress
- Council of State Archivists
- Northeast Document Conservation Center
- American Institute for Conservation
- Society of American Archivists
- British Library

Contact Information

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