



Disaster Preparedness & Recovery

Disaster Avoidance

- Keep records storage areas clean and orderly
- Do not store records in a leaky basement or attic
- Store records at least six inches above the floor
- Build firewalls around storage areas
- Use non-combustible materials in vault construction
- Install smoke and water detectors that are connected to a central alarm system
- Inspect wiring regularly
- Keep fire extinguisher in records storage area
- Prohibit smoking in storage areas
- Store vital records in a separate building

Create A Plan

A critical part of any records management program is a written disaster recovery plan. This plan should include, but not be limited to:

- List of Vital records, their locations and priorities for recovery
- Inventory of information technology equipment and software
- Contact information for staff
- List of supplies and their locations
- Contact information for vendors;
- Location of critical equipment/building information such as fire extinguishers and utility controls
- Techniques for recovering damaged records

Local Government Records Management Resources

Local Government Records Program: www.ohiohistory.org/lgr

RC forms are available at www.ohiohistory.org/lgrforms

Introductory information including key terms is available at www.ohiohistory.org/lgrintro

Frequently asked questions are available at www.ohiohistory.org/lgrfaq



Disaster Preparedness & Response Resources

National Archives

Preservation- <https://www.archives.gov/preservation>

Disaster Response- <https://www.archives.gov/preservation/disaster-response>

Library of Congress-

Preservation- <https://www.loc.gov/preservation/>

Emergency Management- <https://www.loc.gov/preservation/emergprep/>

The Council of State Archivists

Emergency Preparedness- <https://www.statearchivists.org/programs/emergency-preparedness/>

Pocket Response Plan- <https://www.statearchivists.org/programs/emergency-preparedness/emergency-preparedness-resources/pocket-response-plantm-prep-tm-english-template/>

Northeast Document Conservation Center (NEDCC)

Preservation Leaflets- <https://www.nedcc.org/free-resources/preservation-leaflets/overview>

dPlan: The Online Disaster-Planning Tool- <https://www.nedcc.org/free-resources/dplan-the-online-disaster-planning-tool>

American Institute for Conservation

Field Guide to Emergency Response- <https://www.youtube.com/playlist?list=PLH0WXctI2noiqtBY6nN11P-qKbf04lp7t>

Disaster Response & Recovery Guides- <https://www.culturalheritage.org/resources/emergencies/disaster-response-recovery>

Society of American Archivists

Preparedness and Response Resources- <https://www2.archivists.org/initiatives/mayday-saving-our-archives/annotated-resources>

British Library

Conservation - <https://www.bl.uk/conservation>



Records Preservation Grant Resources

National Historical Publications and Records Commission www.archives.gov/nhprc/

The Institute of Museum and Library Services www.imls.gov/index.shtm

National Endowment for the Humanities <https://www.neh.gov/grants>

Ohio Historical Records Advisory Board NHPRC Grants www.ohrab.org/grants/regrant/

Statewide Matching Grants Program www.ohiohistory.org/historyfund