


Who is NARA

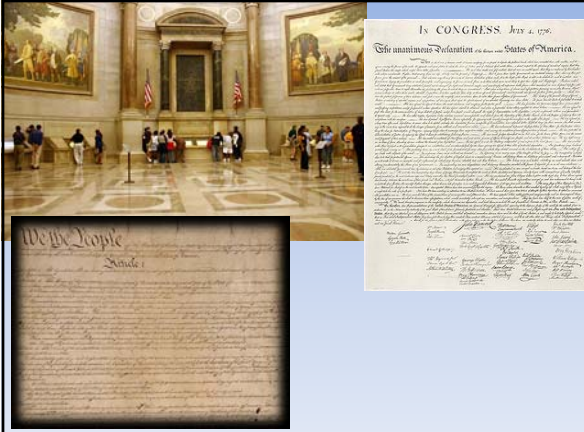
A brief History and Introduction

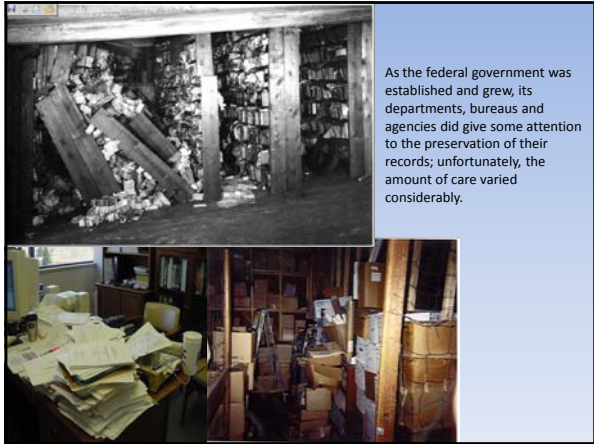
About NARA

- National Archives and Records Administration (NARA) is a public trust that enables citizens to access records documenting:
 - The rights of American citizens
 - The actions of Federal officials or agencies
 - The national experience



National Archives and Records Administration
700 Pennsylvania Avenue, NW
Washington, DC 20408-0001





PROGRAM OFFICES

- National Archives
- Federal Register
- Presidential Libraries
- Federal Records Centers
- Records Management




Where is NARA



Abilene, KS	Lee's Summit, MO
Ann Arbor, MI	Lenexa, KS
Atlanta, GA	Lewisville, TX
Austin, TX	Little Rock, AK
Boston, MA	Philadelphia, PA
Chicago, IL	Pittsfield, MA
College Park, MD	Riverside, CA
College Station, TX	San Francisco, CA
Dayton, OH	Seattle, WA
Denver, CO	Simi Valley, CA
Fort Worth, TX	St. Louis, MO
Grand Rapids, MI	Washington, DC
Hyde Park, NY	West Branch, IA
Kansas City, MO	Yorba Linda, CA



Training

- Customized and special-topic training
- National Training Program
- Online Webinars and Resources

<http://www.archives.gov/records-mgmt/training/>

<http://www.archives.gov/records-mgmt/training/rm-everyone.html>

<https://nara.learn.com/learncenter.asp?id=178413>

Records Schedules

- General Records Schedules (GRS)
- Appraisal of agency-specific schedules

REQUEST FOR RECORDS DISPOSITION AUTHORITY		DATE OF REQUEST
1. AGENCY AND DIVISION RECORDS ADMINISTRATION USE ONLY		DATE RECEIVED
2. AGENCY USE ONLY - DO NOT WRITE IN THESE SPACES		DATE FORWARDED
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Records Management Assistance

- Partnership between NARA and your agency
- A problem-solving approach to records management



Guidance & Growth

- Guidance for management of records in all media
- New NARA services



<http://www.archives.gov/records-mgmt/initiatives/erm-overview.html>

When Disaster Strikes Disaster Response and Recovery for Records



Iowa Floods 2008

Presented By: National Archive and Records Administration
Central Plains Region, Kansas City, MO
January 2011, Omaha, NE

What is a *Vital* Records Program?

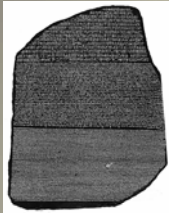
- *Vital Records Program* is a strategic and methodical approach to the identification, selection and protection of that agency information which supports mission critical activities and would be necessary for those activities to continue to function during a crisis, emergency or disaster event.

Core Program Components:

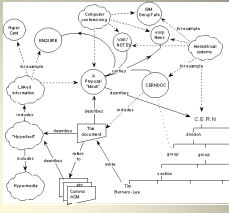
- Identification
- Protection
- Response
- Recovery
- Review

What is a *Vital* Record?



- **Vital records** mean those **essential** agency records that are **needed in order to continue to meet operational responsibilities** under national security emergencies or other emergency or disaster conditions (emergency operating records) **or to protect the legal and financial rights** of the Government and those affected by Government activities (legal and financial rights records).



Static or "Active"



Temporary or Permanent



Vital Records Team:

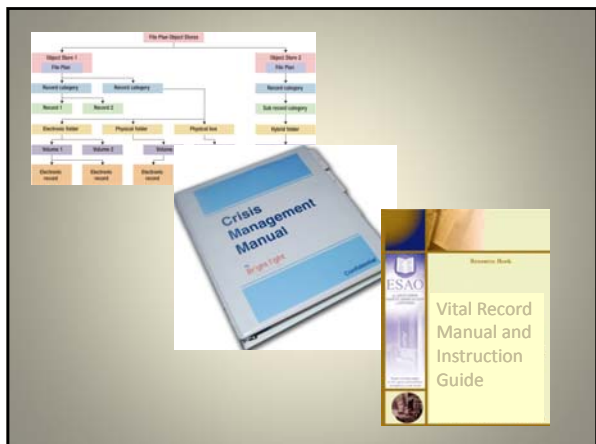
Core Team Members:

- COOP/Emergency Planning Manager
- Records Manager
- Information Technology Department
- Legal Department
- Finance/Procurement Department



- Sub-Teams Members Include:


- Each Program/Business Unit
- Each Business Process



Core Program Components:

- Identification
- Protection
- **Response**
- Recovery
- Review

FIRST ON SCENE



Plan For A "Stranger"

- POST INSTRUCTIONS IN CAN'T MISS AREAS
 - Include Safety Instructions
 - Top "Don'ts"
 - Top "Dos"
- ADD TO OTHER RM TRAININGS AND BRIEFINGS
- INCORPORATE OCCUPANT EMERGENCY PLANS FOR BUILDING
- INCLUDE IN EXERCISES & TESTING FOR OEP EMERGENCY and/or COOP

And What



Implementation of short-term activities that restore vital records and information to minimal operating standards.

- Primary steps are
- Damage assessment
 - Stabilization
 - Determine Recovery Priorities
 - Contact Recovery Vendors

ASSESSING THE DAMAGE



ASSESSMENT TEMPLATES

RECORDS EMERGENCY ASSESSMENT CHECKLIST

SAFETY FIRST! Before evaluating materials, ascertain that the space has been determined safe to enter and that you are equipped to handle the materials.

DOCUMENTATION: Written and photographic documentation will help to capture a snapshot of an entire space, selected portions, or specific groups of records.

LOCATION: (street address, building, space within building) _____

DATE: _____ TIME: _____

ASSESSOR: _____

FORMAT	QUANTITY	RECONSTRUCTIBLE COPIES EXIST	CONDITION	OTHER COMMENTS
Record Volumes				
Letter Paper				
Overhead plans, maps or drawings				
Photographs				
Video/Audio				
Electronic/Computer				
Artifacts				

NARA Preservation Programs RECORDS EMERGENCY CHECKLIST

SET UP THE RECOVERY ZONE

- ✓ Determine Location
- ✓ Set Up Command Center
- ✓ Establish Communications
- ✓ Gather Supplies
- ✓ Gather Equipment
- ✓ Identify Work Stations
- ✓ Map Pre-determined Work Stations



SET UP THE RECOVERY ZONE

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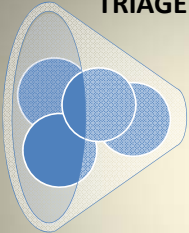


RECOVERY ZONES by RECORD MEDIA

- ✓ Paper Documents
- ✓ Books
- ✓ Photographs
- ✓ Computer Equipment
- ✓ Microfilm/Tapes
- ✓ Diskettes



TRIAGE by RECORD DAMAGE



4 Categories of Damage

- 1 Unharmd
- 2 Destroyed or Unsalvageable
- 3 Damaged Contractor Required
- 4 Damaged Treatable In House

3 Sub-Categories of Value

- 1 Permanent/Irreplaceable
- 2 Temporary Still Need
- 2 Temporary Disposition Due

TRIAGE RECORDS

- Irreplaceable/Permanent
- Severity of Damage
- Type of Damage
- Types of Records
- In House Treatment vs. Contractor
- Near Term Disposition



EVACUATE RECORDS



- DOCUMENT RECORDS
- PACK OUT
- TRACK MOVEMENT
- DOCUMENT DECISIONS
- ROTATE STAFF

PACK OUT





PAPER

- Keep Contents In Order
- Do Not Open Folders, Books or Boxes
- Use Caution, Wet Records are Heavy
- Capture All Original Labeling Information
- Repack Only If Necessary
- Do Not Stack Wet Boxes

PHOTOGRAPHS AND FILM

- Keep Wet/Clean Water
- Avoid Touching Surface of Prints
- Do Not Unroll or Re-roll Film

MICROFILM/MAGNETIC MEDIA

- Keep Wet/Clean Water
- Do Not Unroll or Re-roll Film


PACK OUT






COMPUTER EQUIPMENT

- KEEP TOGETHER
- LABEL EACH PIECE





SAMPLE "PACK OUT" FORMS

SUPPLIES

<p>On Site Before Hand:</p> <ul style="list-style-type: none"> ☒ Blotting and Freezer paper ☒ Packaging tape ☒ Paper towels (not colored) ☒ Plastic milk crates ☒ First aid kit ☒ Gloves - rubber ☒ Flashlights/Radios and Batteries ☒ Sponges ☒ Pencils or pens ☒ Soot sponges ☒ Permanent markers ☒ String ☒ Heavy plastic sheeting ☒ Unprinted newspaper ☒ Overalls ☒ Camera and film ☒ Mops ☒ Copiers ☒ Ladders ☒ Pallets ☒ Employee identification (arm bands, badges) 	<p>Purchase or Rent</p> <ul style="list-style-type: none"> ☒ Plastic trash cans (large and small) ☒ Extension cords ☒ Dehumidifiers ☒ Plastic trash bags ☒ Typewriters ☒ Soot sponges ☒ Wet vacuum ☒ Water movers (squeegees) ☒ String ☒ Forklift ☒ Batteries ☒ Generators ☒ Hand trucks ☒ Safety glasses ☒ Labels ☒ Fire extinguishers ☒ Tie tags ☒ Permanent markers 	
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Core Program Components:

- Identification
- Protection
- Response
- **Recovery**
- Review

Recovering Records

- Policies and procedures
- Hardware/software configurations
- User and administrator guides
- Data restoration procedures
- Identify needs for rapid recovery
 - Including:
 - Categorizing damaged prioritized records:
 - Destroyed or unsalvageable
 - Damaged, requiring recovery
 - "Packout" procedures
 - Salvage processes and techniques



RECOVERY OF DAMAGED RECORDS

DAMAGED
HARDCOPY -
PAPER



RECOVERY OF DAMAGED RECORDS

DAMAGED PAPER/HARDCOPY:

- Move To Dry, Sheltered Location
- Interleaving or Air Dry
- Do Not Leave to Dry on Own
- Freeze Until Vacuum Drying Treatment
- Handle Charred/Brittle Records Carefully
- Fumigate Thoroughly Before Salvage For Insect/Pest Issues
- Use Professional Restoration/Conservator For Hazardous Materials Exposure Issues

RECOVERY OF DAMAGED RECORDS

DAMAGED PHOTOGRAPHS:

- Handle Carefully to Avoid Inflicting Further Damage
- Place Face Up on Flat Surface Covered with Blotter
- When Surface No Longer Tacky (if possible) Cover with Spun-Bounded Polyester, Blotter and Weights [for example piece of board, Plexiglas, or telephone books]
- Do Not Attempt to Separate Severely Wet Photographs
- Keep Wet Photographs Wet
- Keep As Cold Possible
- Pack Wet Photographs and Negatives in (separate) Zip Closure Plastic Bags
- Freeze Negatives(only) Immediately Until Treatment
- Use Professional Restoration/Conservator

RECOVERY OF DAMAGED RECORDS

DAMAGED MICROFILM/MICROFICHE:

- ⊕ Never Attempt to Unroll or Separate
- ⊕ Keep As Cold Possible.
- ⊕ Handle Carefully to Avoid Inflicting Further Damage
- ⊕ Pack Wet Film/Fiche in Zip Closure Plastic Bags
- ⊕ Freeze Wet Film/Fiche Until Treatment
- ⊕ Use Professional Restoration/Conservator

RECOVERY OF DAMAGED RECORDS

WATER DAMAGED COMPUTER EQUIPMENT/ MAGNETIC MEDIA:

- ⊖ Cut All Power to Machines
- ⊖ Do Not Plug In or Turn On
- ⊖ Do Not Use Heat to Dry
- ⊖ "Open" Panel to Drain / Expose to Circulating Air
- ⊖ Remove Battery from Laptop
- ⊖ Use Professional Restoration/Conservator

VENDORS



- Specialized or Generalized
- Cost
- References
- Contract/MOU
- Pre-event walk through
- Staffing
- Ability to handle big jobs
- Customer service
- Site visit



RESOURCES

- NARA
www.archives.gov/preservation/records-emergency/
- Library of Congress
www.loc.gov/preserv/emergprep/emerpubs.html
- ARMA
www.arma.org
- Heritage Preservation
<http://www.heritagepreservation.org/>
- Council of State Archivist
www.statearchivists.org/
- DRI
www.drii.org/
- Individual State Records Management Program/Archives
- Other Countries (Brittan, Australia, Canada) Records Management Program/Archives

Our Disaster Recovery Plan Goes Something Like This...

THANK YOU!

Emergency! If You're First...

The following suggestions may help you respond to an emergency affecting Federal records and cultural property. While an effort has been made to list them in practical order, you may need or want to adapt them to your circumstances. When a records emergency is discovered it is tempting to “dive right in and go to work”, but taking the time to plan and get organized first, will keep you safe, save you work and perhaps help avoid additional losses and expenses.

Contact your local, regional, and/or Federal agency Records Officers/Liaisons for assistance and guidance when Federal records are involved. Coordinate with your agency's local Continuity of Operations (COOP) Manager and/or Emergency Management when the scale of an event requires; for smaller scale (e.g. flooded basement) issues keep them informed.

Contact local, regional or institutional conservation facility, local conservator, or Find a Conservator (link to <http://www.conservation-us.org>) to assist with cultural property. Above all, remember that safety comes first; don't endanger yourself or your staff on behalf of records or objects.

1. Initial Coordination:

- ONLY when possible to do so safely, identify the source of the problem
- Inform your Agency Emergency Management Official(s); including your Records Manager
- Contact the proper civil authorities when necessary or instructed to do so by Agency Officials
- Refer to your agency's emergency plan
- Find the person in charge of the building (who may or may not be an agency staff person), when safe to do so, turn off the electricity and gas
- Assessment of record damage begins after the area/building is declared safe; or safe for re-entry
- Take time to coordinate and plan record recovery activities; Officials may delay re-entry for days

2. Priorities:

- Human safety
- Ensure that staff and volunteers have current shots (such as tetanus) and obtain masks for mold
- Critical operations: equipment, vital records, forms, information needed to manage salvage and reconstitute function and business processes
- Make a thorough photographic and written record of emergency conditions and salvage activities
- Assemble records series and collections documentation and descriptions: shelf lists, inventory, registrar's logs, etc.
- Stabilize space and/or building
- Prioritize records and collections, from vital (COOP), imperative (permanent/historical), important (valuable; heavily used; significant; vulnerable to irreparable damage) to least important.

3. Know Your Points of Contacts:

- Designated Agency Official
- Agency Emergency Coordinator
- Office Liaison for civil authorities
- Individual with financial authority [Administrative Officer]
- Coordinator for Response Volunteers
- Journal keeper and photographer to keep detailed records of damage and -recovery activities
- Individual who can authorize records and object movement and /or treatment

4. Secure the site perimeter

5. Establish a communications network

6. Inform your insurance company:

- Document all stages of response photographically and with a written journal
- Accompany the insurance adjuster and all investigating persons and contractors, taking extensive notes of conversations. Such records may be required in court

7. Protection of Records and Artifacts:

- Protect Federal records, artifacts and objects by safely covering, lifting, or evacuating when possible and capable staff is available
- Diminish mold growth by reducing the temperature and humidity and by promoting air circulation
- Obtain containers and supports for moving and handling records and objects: plastic crates, polyethylene sheeting, plywood, saw horses, rubber gloves, dollies, carts
- Identify temporary storage
- Set up work areas for items that need to be packed or air dried
- Locate cold storage or freezing services and facilities
- Handle records and objects only with rubber gloves, contaminated objects may pose a health hazard
- If time and conditions permit, document records and objects and destination with film, video, or pencil and paper
- Label record and object containers

In the Event of Water...

1. Prevention of Further Damage:

- Safely turn off electricity, blocking entry until done. Building management or the power company may be required to perform this task
- Switch off, divert, or sandbag the water source
- Cover drains as soon as possible
- Cover places where water is entering
- Move records and collections up where possible, if water is rising
- Locate pump and fans; use only if you know the circuitry is dry
- Plan mud removal, remembering that it may be contaminated
- Raise records and objects out of water
- Cover records and objects. Check every 24 hours, uncovering if there is a threat of mold
- Secure floating objects
- Locate supplies: containers, uninked newsprint, clean sheeting, blotter paper, toweling, flashlights, batteries, fans, extension cords, work lights, ladders, padding materials, mops, buckets, sponges, hand tools, plastic bags, boots, aprons, tags and labels, scissors, pencils and paper, clipboards, filament tape, waterproof markers, rubber gloves, and a source of clean water
- Contact a preservation architect or engineer if your building is a historic structure, or if a great deal of water has been absorbed.
- Contact a commercial dehumidification firm if your building is large, based on the advice of an architect or engineer
- Schedule staff and volunteers for work, breaks, and food

2. Basic Drying Procedures

GENERAL: Air Dry means find a cool, dry space with fans. Use absorbent material (uninked newsprint, blotters, paper towels) under objects. Replace absorbent material as it becomes wet. For wet books,

documents, photographs, textiles: if these cannot be air-dried within about 48 hours, freeze. If freezer is unavailable, keep as cool as possible with air circulation until air drying is possible. Expect mold growth.

Since most materials become significantly weaker when wet, do not hang wet objects without a conservator's advice.

FRAMED ARTWORKS: Unframe paintings in a safe place. Keep wet paintings horizontal and paint-side up.

ART ON PAPER OR PHOTOS: If image appears stuck to glass/glazing, leave in frame and dry glass-side down.

PHOTOGRAPHS: Rinse mud off photographs (using gentle water stream or by immersion and gentle agitation). Thoroughly wet photographs can stay wet in a container of clean water. Dry or freeze within 48 hours. If possible, interleave photographs with wax paper prior to freezing. **DO NOT FORCE** stuck photographs apart. Freeze or air dry damp or partially wet photographs.

BOOKS IN QUANTITY: Remove two or three books from each wet or partly wet shelf (to relieve pressure). Evacuate completely or partly wet books. Pack snugly, spine down, and freeze. Leave damp books on shelves if space can be kept cool and dry. Contact a commercial dehumidification firm if space has been flooded.

INDIVIDUAL BOOKS: Air dry, stand upright, and open covers gently to support book.

DOCUMENTS/PAMPHLETS: Remove plastic covers. Air dry flat, in piles no thicker than 1/8" within 48 hours; or pack snugly, upright in original folders (if no folders, pack flat) and freeze.

TEXTILES: Air dry or bag wet textiles in plastic and freeze. Briefly immerse partially wet textiles in clean water, blot, and air dry or freeze.

METAL: Dry metal as quickly as possible, using fans and/or sun.

WOOD: Dry using fans and/or sun; may need to weight object to prevent warping.

These general recommendations are intended to provide practical guidance in the recovery of water-damaged objects. These recommendations are intended as guidance only and neither AIC, HP, nor NARA assume responsibility or liability for treatment of water-damaged objects.