

Essential Records and Emergency Planning for Essential Records Resources

Information Specific to the State of Georgia

The Georgia Archives serves as the state archives and records management program. The State Records Committee is the state agency responsible for approving new or revised records retention schedules for state agencies, local government, and the University System of Georgia.

Vital Records (Essential Records) are defined in the Official Code of Georgia Annotated § 50-18-91 (10) "Vital records" means any record vital to the resumption or continuation of operations, or both; to the re-creation of the legal and financial status of government in the state; or to the protection and fulfillment of obligations to citizens of the state.

Retention Schedules:

Local Government www.georgiaarchives.org/records/local_government/

- Most sections updated in October 2016
- Education sections updated in 2023
- Public Safety updated in 2017
- Health Services and Taxation sections updated in 2010.

State Government

- Common Schedules www.georgiaarchives.org/records/state_government/. Updated October 2015
- Agency Specific Schedules www.georgiaarchives.org/records/agency_specific

University System of Georgia www.usg.edu/records_management/schedules/

- Updated October 2015

Judicial Branch https://www.georgiaarchives.org/records/retention_schedules

- Updated November 2018

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Federal Resources

Federal Emergency Management Agency (FEMA), Department of Homeland Security (DHS)

Threat and Hazard Identification and Risk Assessment (THIRA) and Stakeholder Preparedness Review (SPR) Guide, Comprehensive Preparedness Guide (CPG) 201, 3rd Edition (May 2018)

- <https://www.fema.gov/sites/default/files/2020-04/CPG201Final20180525.pdf>

Continuity Guidance Circular 2 (CGC 2) (February 2018; updated 2024)

- https://www.fema.gov/sites/default/files/documents/fema_continuity-guidance-circular_082024.pdf

Continuity Plan Template and Instructions for Non-Federal Entities and Community-Based Organizations (August 2018)

- https://www.fema.gov/sites/default/files/2020-10/non-federal-continuity-plan-template_083118.pdf

Continuity of Operations (brochure)

- https://www.fema.gov/pdf/about/org/ncp/coop_brochure.pdf

FEMA Acronyms, Abbreviations, and Terms: A Capability Assurance Job Aid (July 2023)

- https://www.fema.gov/sites/default/files/documents/fema-acronyms-abbreviations-terms_FAAT_03-2023.pdf

National Incident Management System

- <https://www.fema.gov/emergency-managers/nims>

Continuity Policy, Doctrine, and Guidance Documents

- <https://www.fema.gov/emergency-managers/national-preparedness/continuity/documents>

Presidential Policy Directive/PPD-8: National Preparedness (June 2022)

- <https://www.dhs.gov/presidential-policy-directive-8-national-preparedness#:~:text=Presidential%20Policy%20Directive%20%2F%20PPD%2D8%20is%20aimed%20at%20strengthening%20the,pandemics%2C%20and%20catastrophic%20natural%20disasters>

State Resources

- <https://gema.georgia.gov/plan-prepare/storms-disasters> (from Georgia Emergency Management and Homeland Security Agency)
- <https://gema.georgia.gov/plan-prepare/ready-georgia> (from Ready Georgia)

Other Organizations

ARMA International

Emergency Management for Records and Information Programs, 2nd Edition.

- Available from various online vendors.

Reports and Brochures

- IT Disaster Recovery and Business Continuity Took-kit: Planning for the Next Disaster. National Association of State Chief Information Officers (June 2007).
<https://www.nascio.org/resource-center/resources/it-disaster-recovery-and-business-continuity-tool-kit-planning-for-the-next-disaster/>
- Guide for Conducting Risk Assessments. National Institute of Standards and Technology. (September 2012). Designed for federal agencies, state and local agencies may benefit from the recommendations in the publication.
<http://nvlpubs.nist.gov/nistpubs/Legacy/SP/nistspecialpublication800-30r1.pdf>
- Contingency Planning Guide for Federal Information Systems. National Institute of Standards and Technology. (May 2010). Designed for federal agencies, state and local agencies may benefit from the recommendations in the publication.
<http://nvlpubs.nist.gov/nistpubs/Legacy/SP/nistspecialpublication800-34r1.pdf>
- "Trial by Tornado." Willie M. Jones. *InfoPro* (March 2000): 37-39.
<http://cool.conservation-us.org/byauth/jonesw/tornado.html>

Florida Department of State, Disaster Recovery

<https://dos.fl.gov/library-archives/records-management/disaster-recovery/>

Other Information

Betty Walsh, "Salvage Operations for Water Damaged Archival Collections," *WAAC Newsletter*, Vol. 19, No. 2 (May 1997)

<https://cool.culturalheritage.org/>

Betty Walsh, "Salvage at a Glance," *WAAC Newsletter*, Vol. 19, No. 2 (May 1997)

<https://cool.culturalheritage.org/>

National Archives and Records Administration, "Comparison of Drying Methods," 2016

www.archives.gov/preservation/disaster-response/drying-methods

National Archives and Records Administration, "Comparison of Drying Techniques," 2016

www.archives.gov/preservation/disaster-response/drying-techniques

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