

Vital Records Examples

Protect the rights and interests of citizens

- Vital statistics (birth, death, marriage)
- Tax records
- Real estate records (titles, deeds, mortgages)
- License registers
- Articles of incorporation
- Academic/student records

Conduct Emergency Operations

- Disaster Plan
- Delegations of Authority - who is in charge, staff assignments during emergency, who can authorize expenditures
 - Lines of succession
 - Organizational charts
- Building plans/maps – for emergency responders
- Systems documentation – how to access and restore computer operations
- Vital records inventories
- Restricted Access documents
- Equipment/supply lists and locations
- Access credentials – onsite and emergency operating center
- Emergency Operating Procedures (EOP)
- Standard Operating Procedures (SOP)
- Insurance
- Other records related to the protection of citizens and maintenance of public health, safety and order

Reestablish normal governmental functions and protect the rights and interests of government and employees

- Constitutions and Charters
- Statutes and Ordinances
- Court records
- Official proceedings
- General ledgers
- Meeting minutes (Commissioners, Council, Trustees, Board of Directors)
- Bylaws
- Stock certificates
- Contracts (until term expires)
- Payroll, pension, personnel records
- Deeds for government owned property/Vehicle ownership records
- Bid documents
- Meeting minutes

• Donor agreements