

## 3.6.1 - Records Disaster Mitigation and Recovery Plan and Procedures

*Standard:* There shall be an established records disaster mitigation and recovery plan and procedures that are periodically reviewed for protecting records, storing them and recovering critical information after a disaster.

*Suggested Evidence of Compliance:* Provide the records disaster mitigation and recovery plan and procedures and a copy of the most recent review.

Informational reference in the *Management of Park and Recreation Agencies*, (2010), 3rd Ed., Chapter 14 – Information Technology Management, pp 325-330.

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### Agency Evidence of Compliance:

The Park District has developed a Records Management Manual<sup>1</sup> which includes procedures in place to mitigate records disasters, as well as sets a Records Disaster Recovery Team and establishes procedures to respond to a records disaster. The plan was recently reviewed and updated as referenced in the Records Management Plan Review Memo<sup>2</sup>.

### Documentation:

1. [03.06.01\\_Disaster-Mitigation-Recovery-in-Records-Management-Manual.pdf](#)
2. [03.06.01\\_Records-Management-Plan-Review-Memo.pdf](#)

Agency Self Assessment: MET

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