

Protection Strategies Based on Media Requirements

NOTE: Electronic copies of fixed-format (paper, microfilm/fiche, photographic) records created as “backups” or for off-site access should **NOT** be considered appropriate for long-term preservation unless they have been created to archival standards. These records may become inaccessible without special attention.

Protection Strategies Based on Information Status

INFORMATION STATUS	A PAPER COPY WILL SUFFICE	A PAPER COPY WILL NOT SUFFICE
The information is static	<ul style="list-style-type: none"> • Make a backup paper copy; store off site. • Microfilm the static record; store off site with access to microfilm printer. • Scan to a readable format (PDF, TIFF); save off site. 	<ul style="list-style-type: none"> • Copy the electronic version; store off site with read capability.
The information is dynamic	<ul style="list-style-type: none"> • Make a backup paper copy of the current content; store off site; update as needed. • Microfilm the current content; store off site with access to microfilm printer; update as needed. • Scan the current content to a readable format (PDF, TIFF); save off site. • Ensure off-site access to the system supporting the dynamic record; back up that system to a hot site. 	<ul style="list-style-type: none"> • Ensure off-site access to the system supporting the dynamic record; back up that system to a hot site.

Protection Strategies Based on Volume of Records

VOLUME OF RECORDS	PAPER RECORD	ELECTRONIC RECORD
Large	<ul style="list-style-type: none"> • Store in a very secure location anticipating probable threats. • Designate sufficient personnel and equipment to recover and restore if necessary. • Consider microfilming with off-site storage and access to microfilm printer. 	<ul style="list-style-type: none"> • Ensure off-site access to the system supporting the records; back up that system to a hot site. • Ensure that copies will be available to those who need them in the form (electronic or paper) they require.
Small	<ul style="list-style-type: none"> • Make backup copies; store off site. 	<ul style="list-style-type: none"> • Same strategies as for large volume.

Protection Strategies Based on Timeframe for Recovery

TIMEFRAME FOR RECOVERY	PAPER RECORD	ELECTRONIC RECORD
Immediate	<ul style="list-style-type: none"> Document the record's location; ensure that first responders know the location; designate the recipient to whom first responders should deliver the record. 	<ul style="list-style-type: none"> Ensure off-site access to the system supporting the records; back up that system to a hot site.
One to two days	<ul style="list-style-type: none"> Document the record's location; ensure that second-wave responders know the location; designate the recipient to whom first responders should deliver the record. 	<ul style="list-style-type: none"> Ensure off-site access to the system supporting the records; back up that system to a hot site.
Longer than two days	<ul style="list-style-type: none"> Direct first and second responders to higher-priority records; determine the record's location and risk status; establish the necessary recovery timeline. Document the record's location; ensure that second-wave responders know the location; designate the recipient to whom first responders should deliver the record. 	<ul style="list-style-type: none"> Ensure off-site access to the system supporting the records; back up the system for future recovery.

Protection Strategies Based on Need for Copies

SEVERAL PEOPLE NEED COPIES?	PAPER RECORD	ELECTRONIC RECORD
YES	<ul style="list-style-type: none"> Make sufficient copies in advance; store in multiple locations. Consider conversion to electronic media, balancing needs for hard copy and for multiple access points. 	<ul style="list-style-type: none"> Ensure off-site access to the system supporting the records; back up that system to a hot site. Ensure that copies will be available to those who need them in the form (electronic or paper) they require.
NO	<ul style="list-style-type: none"> If immediately critical, make a copy accessible off site for the employee who needs it. If not immediately critical, direct first and second responders to higher-priority records; determine the record's location and risk status; establish the necessary recovery timeline. 	<ul style="list-style-type: none"> Ensure off-site access to the system supporting the records; back up that system to a hot site. Ensure that copies will be available to those who need it in the form (electronic or paper) they require.

Protection Strategies Based on Format of Records

FORMAT OF RECORDS	PAPER RECORD	ELECTRONIC RECORD
Critical to functions; change in format WOULD lose information	<ul style="list-style-type: none"> • Store in a very secure location anticipating probable threats. • Consider microfilming with off-site storage and access to microfilm printer if critical information is not at risk (review both sides of original document and check color requirements). • Consider scanning as a high-quality electronic image if critical information is not at risk (review both sides of original document); treat as electronic records. 	<ul style="list-style-type: none"> • Ensure secure off-site access to the system supporting the records; back up that system to a hot site. • Ensure that copies will be available to those who need them in the form (electronic or paper) they require.
Critical to functions; change in format WOULD NOT lose information	<ul style="list-style-type: none"> • Store in a very secure location anticipating probable threats. • Microfilm with off-site storage and access to microfilm printer. • Scan as a high-quality electronic image (review both sides of original document and check color requirements); treat as electronic records. 	<ul style="list-style-type: none"> • Ensure secure off-site access to the system supporting the records; back up that system to a hot site. • Ensure that copies will be available to those who need them in the form (electronic or paper) they require.
Important, not critical; change in format WOULD lose information	<ul style="list-style-type: none"> • Store in a convenient, secure location anticipating routine threats, such as misplacement or unauthorized access. • Consider scanning selected records as an electronic image if information is not at risk (review both sides of original document and check color requirements); treat as electronic records. 	<ul style="list-style-type: none"> • Ensure off-site access to the system supporting the records. • Ensure that copies will be available to those who need them in the form (electronic or paper) they require.
Important, not critical; change in format WOULD NOT lose information	<ul style="list-style-type: none"> • Store in a convenient, secure location anticipating routine threats, such as misplacement or unauthorized access. • Consider creating electronic copies and treat as electronic records. 	<ul style="list-style-type: none"> • Ensure off-site access to the system supporting the records. • Ensure that copies will be available to those who need them in the form (electronic or paper) they require.