

## 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.

**Table 1: Protection Strategies Based on Information Status**

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

**Table 2: Protection Strategies Based on Volume of Records**

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

**Table 3: Protection Strategies Based on Timeframe for Recovery**

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

**Table 4: Protection Strategies Based on Need for Copies**

SEVERAL PEOPLE NEED COPIES?	PAPER RECORD	ELECTRONIC RECORD
YES	<ul style="list-style-type: none"> <li>Make sufficient copies in advance; store in multiple locations.</li> <li>Consider conversion to electronic media, balancing needs for hard copy and for multiple access points.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure off-site access to the system supporting the records; back up that system to a hot site.</li> <li>Ensure that copies will be available to those who need them in the form (electronic or paper) they require.</li> </ul>
NO	<ul style="list-style-type: none"> <li>If immediately critical, make a copy accessible off site for the employee who needs it.</li> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure off-site access to the system supporting the records; back up that system to a hot site.</li> <li>Ensure that copies will be available to those who need it in the form (electronic or paper) they require.</li> </ul>

**Table 5: Protection Strategies Based on Format of Records**

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