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Communications and Information

**RECORDS DISASTER/
EMERGENCY PROCEDURES**

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This instruction implements Air Force Policy Directive (AFPD) 33-3, *Air Force Information Management*, by listing procedures to be followed for protecting records in all offices of record and the base staging area and restoring them in the event of disasters. Use this instruction with: AFI 33-364, *Records Disposition—Procedures and Responsibilities*. This instruction applies to all assigned host, tenant, and geographically separated units on Eglin AFB with the exception of the 96 Medical Group's HIPAA related medical records. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 33-363, *Records Disposition Schedule*. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*. Route AF Forms 847 from the field through the appropriate functional's chain of command.

1. Records Disaster Prevention. Each Office of Record to which this plan applies should develop a plan that at a minimum identifies those records that are considered vital. All Functional Area Records Managers (FARMS) must have a copy of an Emergency Action Plan for Vital Records (Attachment 2) on file from all Records Custodians who have vital records. This must be maintained in the FARM handbook. All records professionals must use the Records Professional Disaster Recovery Checklists pertinent to their areas (Attachment 3). Vital records are defined as those records that are needed to maintain operational responsibility and to protect the legal and financial rights of individual citizens and their government (Attachment 4).

Each Chief of an Office of Record should identify measures to minimize destruction of vital records and must make a reasonable effort to find, restore, or reconstruct damaged records.

2. Establishment of an Emergency Response Team (ERT). Unit commanders and/or division chiefs should appoint personnel familiar with the respective records being maintained to act as Emergency Response Team personnel in case a disaster occurs involving records under their charge. The ERT should be composed of the assigned Chief of an Office of Record of the affected office and staff provided by the unit. Agencies that can serve in an advisory role include the Base Records Manager (96 CS/SCOK), Civil Engineer Resource Division (96 CEG/CEA), Safety (96 TW/SE), and Weather (96 WS/WST). Conducting a successful and efficient salvage operation after a disaster requires activation of a team that should be established before an emergency occurs.

3. Plan of Action for Emergency Situations Occurring at Eglin Air Force Base:

3.1. Water Damaged Materials. Short of destruction by explosion or fire, damage to records resulting from water is probably the most severe. Although the specific methods for salvaging small amounts of material may differ from the methods for salvaging large amounts, the same drying procedures are used for any type of water damage.

3.1.1. Treatment of Records to be Frozen. The most effective method of stabilizing and restoring a large volume of water-damaged materials is by freezing documents at temperatures below 20 degrees. A large volume is defined as 5 cubic feet or more. If a large volume of holdings is damaged, the least expensive and most successful method for drying is vacuum or freeze-drying. After material has been sent to the freezing facility, shelf areas should be repaired and sterilized. Documents should not be moved into the stacks until the shelves are thoroughly clean and dry and proper temperature and humidity have been restored.

3.1.2. Treatment of Records without Freezing. After the ERT and agency OPR determine the types and quantities of material that can be dried without freezing, drying rooms should be set up away from the affected area. If the air conditioning equipment and humidity controls are still working, then the drying of records should take place. Electric fans should be used to circulate air on the documents.

3.1.3. Treatment of Photographic Materials. Photographs or negatives are salvaged and restored in a different manner than described above. Before taking any action, contact the Base Visual Information Manager at extension 2-2825 for assistance and or instructions. Materials, including data sheets, will be removed from plastic or paper enclosures or frames, carefully rinsed, and then dried. Hang photographs with clips on non-image areas or lay flat on absorbent paper.

3.2. Treatment after Drying of Records. After the critical drying operation is over, materials should be returned to the respective agency and sorted according to the different degrees of repair or restoration needed. Before being returned to their original locations, the materials should be monitored daily for several weeks to ensure that mold or fungus has not developed.

4. Temporary Off-Site Facilities. Should temporary off-site facilities be needed during the emergency effort, the ERT shall coordinate requirements through the Civil Engineering Real Estate Flight (96 CEG/CEA).

5. Supplies. All records personnel should be familiar with and have on hand the supplies necessary for handling relatively small recovery efforts.

6. Facility Integrity and Security. In the event of a major disaster at the Base Staging Area or any base facility, priority must be placed on facility security. Similar security concerns shall also be of major importance for any off-site staging area that may be needed as part of a disaster recovery effort.

7. Documentation of Disaster and Salvage Operations. In the event of a disaster, a post-disaster assessment report should be written to determine the effectiveness of the recovery techniques utilized. Extensive photographs and written records of the conditions of the building and the procedures followed should be kept. All resources used to cope with a disaster shall be documented, including personnel, materials, time, and expenses.

DAVID A. HARRIS, Brig Gen, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 33-3, *Air Force Information Management*, 8 Sep 2011

AFMAN 33-363, *Management of Records*, 1 Mar 2008

AFI 33-364, *Records Disposition-Procedures and Responsibilities*, 22 Dec 2006

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*, 22 Sep 2009

Attachment 2

SAMPLE OF EMERGENCY ACTION PLAN FOR VITAL RECORDS

Figure A2.1. Sample of Emergency Action Plan For Vital Records

	DATE
MEMORANDUM FOR UNIT FARM	
FROM XXX XXX	
SUBJECT: Emergency Action Plan for Vital Records	
The following records are identified as Vital Records for the (name of office) and an emergency action plan is in place:	
<ol style="list-style-type: none">1. Title of Records Series2. Emergency Operating Vital Record or Vital Record Relating to Rights3. Medium of Which Record is Recorded4. Physical Location for offsite storage of copies of the records series or systems: (If located on the ERM, the BNCC backs up all records)5. Frequency Records are Updated6. Licensed Copy of Software to Read Records Available?	
	NAME OF RECORDS CUSTODIAN
	Title

Attachment 3

RECORDS PROFESSIONAL DISASTER RECOVERY CHECKLISTS (FARM/RC)

Figure A3.1. Records Professional Disaster Recovery Checklists (FARM/RC)

RECORDS PROTECTION, RECOVERY, AND RESTORATION
CHECKLIST

BASE RECORDS MANAGEMENT

NUMBER	ACTION	YES	NO	NA
	SAFE STORAGE OF RECORDS			
1	Staging area is weather tight, properly secured, adequately lighted, heated, ventilated, and temperature controlled.			
2	Check staging area for roof leaks or signs of the presence of rodents or insects during the monthly safety checks.			
3	Store records more than 6 inches from the ceilings or suspended lights or 18 inches from sprinkler heads.			
4	Prohibit eating and drinking in the staging area.			
5	Purchase required supplies to protect records during a disaster.			
6	Maintain the relative humidity at 35 - 50%.			
7	Keep flammable solvents out of the records storage area.			
	RECORDS DISASTERS			
	Roof Water Leaks			
8	Determine the location of the leak.			
9	Place plastic sheeting on the top of the records staging area near the leak.			
10	Place pails and buckets to collect water.			
11	Contact the building custodian for CE to repair the damage.			
12	Recover damaged records using established procedures identified below.			
	Preparing for a Hurricane			
13	Collect milk crates, cardboard boxes, wood pallets, and paper towels.			
14	Verify and update, if required, the listing of restoration companies.			
15	Verify and update, if required, the listing of contacts for a freezer truck.			

16	Contact FARMs and direct them to run the FARM records protection/recovery checklist.			
17	Cover the shelves in the staging area with plastic sheeting.			
18	Place records sitting on the staging area floor on top of tables and cover them with plastic.			
19	Print a staging listing from AFRIMS. Cover with plastic and place inside desk. Do not lay flat.			
	Recovering from a Records Disaster			
20	Check building 18C for further threats.			
21	Check the staging area for damaged records.			
22	Identify damaged records. 1st - Vital records, 2nd - 9 year to permanent records, 3rd - 2 to 8 year records			
23	Contact FARMs to determine if the organizations have damaged records. Contact 96 CES and determine which buildings received damage. Contact FARMs for the buildings. If FARMs not available, contact the organization's UCC.			
24	Assess the damage to staging area and base records.			
	Large Volume of Damaged Records			
25	Contact 96 LRS/UCC for a freezer truck.			
26	Work with FARMs to identify and gather records for the freezer.			
	Small Volume of Damaged Records			
27	Evaluate and document damage.			
28	Gather staff and workers.			
29	Establish a record-keeping mechanism.			
30	Gather supplies and equipment. Obtain a copier dedicated to making copies of damaged records.			
31	Move all damaged records out of the area.			
32	Set up for air drying. Obtain fans and dehumidifiers.			
33	Pack and transport damaged records to the recovery location.			
34	Carry out air drying procedures. Copy mold damaged records. Obtain approval to destroy damaged records after copies are made. Destroy damaged records.			
35	Monitor and document work.			

36	Clean and restore record recovery work area.			
37	Return recovered records to the shelves or office of records, as required.			
	After Action			
38	Write a post-disaster assessment report.			

FUNCTIONAL AREA RECORDS MANAGER

NUMBER	ACTION	YES	NO	NA
	SAFE STORAGE OF RECORDS			
1	Verify that offices with vital records have established and annually reviewed the vital records plans.			
2	Contact offices to verify that they have plastic covers and tape.			
	RECORDS DISASTERS			
	Preparing for a Hurricane			
4	Contact records custodians and direct them to run the records custodian records protection/recovery checklist.			
5	Print a copy of each office's file plans.			
6	Identify building custodian for each office to ensure access to records			
	Recovering from a Records Disaster			
7	Conduct a damaged records assessment for each office.			
8	Contact the Base Records Manager.			
9	Assist the offices and Base Records Manager with recovering damaged records.			
	After Action			
10	Write a post-disaster assessment report.			

RECORDS CUSTODIAN

NUMBER	ACTION	YES	NO	NA
	SAFE STORAGE OF RECORDS			
1	Identify vital records on the vital records spreadsheet.			
2	Protect classified and FOUO records from unauthorized disclosure.			
3	Protect records from unauthorized destruction.			
4	Purchase supplies (plastic covers, tape, pails and/or buckets).			

	RECORDS DISASTERS			
	Roof Water Leaks			
5	Determine the location of the leak.			
6	Place plastic sheeting on records near the leak.			
7	Place pails and buckets to collect water.			
8	Contact the building custodian for CE to repair the damage.			
9	Contact the Functional Area Records Manager if records were damaged.			
	Preparing for a Hurricane			
10	Return records to the filing cabinet.			
11	Place all records upright in a desk drawer or filing cabinet.			
12	Move the two bottom drawers of the filing cabinet to a higher location and cover with plastic.			
13	Back up disks, hard drives, etc, containing official records. Protect the media.			
14	Cover filing cabinet, desk, etc, containing official records, with plastic and secure with tape.			
	Recovering from a Records Disaster			
15	Check office for damaged records.			
16	Identify damaged records in the following priority: Vital Records, 9 year to permanent records, 2 to 8 year records, less than 2 year records.			
17	Contact Functional Area Records Manager. The FARM will contact the Base Records Manager.			
18	Evaluate and document damage.			
19	Gather staff and workers.			
20	Establish a record-keeping mechanism.			
21	Gather supplies and equipment.			
22	Move all damaged records out of the area.			
23	Set up for air drying.			
24	Carry out air drying procedures. FARM and Base Records Manager will assist.			
25	Monitor and document work.			
26	Restore damaged records or replace.			

27	Return treated/copied records to the office locations. Contact the Base Records Manager to obtain approval to destroy damaged records after copies have been made or replaced. Hold all records until you receive AF/NARA approval through the Base Records Manager.			
	After Action			
28	Write a post-disaster assessment report.			

Attachment 4**DEFINITION OF VITAL RECORD****Figure A4.1. Definition of Vital Record**

1. **Emergency operating records** serve the Federal Government if the country is attacked and include records necessary for military efforts and mobilization; protection of material, personnel, services, systems, public health, safety, and order; and those needed to conduct civil defense activities.

Emergency operating centers must keep vital records immediately available.

2. **Rights and interest records** uphold the legal rights and interests of individual citizens and their Government and include research, Social Security, retirement, payroll, and insurance records.

The Social Security Administration maintains social security records.

The Office of Personnel Management maintains civilian retirement records.

The Air Force Military Personnel and the Air Force Reserve Personnel Centers send the military personnel retirement records to the National Personnel Records Center (NPRC), 9700 Page Avenue, St Louis, MO 63132-5100.

The Defense Finance and Accounting Service (DFAS) maintain payroll and accompanying insurance records.