



## Records Management Advice

January 2020

### Records Disaster Management Plans

A Records Disaster Management Plan (RDMP) outlines the strategies an organisation should take to avoid potential risks to its records, and in the event of a disaster, to minimise interruption to its business activities.

Whilst digital records can be stored offsite and backed up on a regular basis, the integrity of physical records can be adversely affected by a range of events including flood, fire, pests, earthquakes, mould and vandalism. Should a disaster occur the RDMP should provide a detailed guide to enable the organisation to recover.

A Records Disaster Management Plan should include:

- Insurance details.
- Position and contact details of those individuals responsible for certain functions in the event of a disaster.
- Contact details of those organisations who may be required during or after a disaster such as Ambulance, Fire, Gas, Electricity.
- Names and contact details of companies that can aid in recovery from a disaster such as preservation services, freezer storage services, hire services, stationary suppliers.
- Location of Disaster Recovery Bins.
- Vital records register.
- Inventory of all hardcopy records held by the organisation and their location.
- Map of the building.
- Salvage priority list.
- Procedures for the handling of damaged materials.

In the event of a disaster it is essential to know what records you hold and where they are held within the organisation, particularly those physical records that are required for continuing business purposes. The RDMP should be updated on a regular basis.

It is important to contact the State Records Office (SRO) if records are damaged or destroyed. Whilst we are unable to provide any physical assistance to organisations in recovering damaged records, we can provide direction on how to proceed and have experts who can provide advice on the best treatments available.

There are companies that can be contracted to provide specialised assistance in the case of a disaster. Please contact the SRO for further information.

**Please remember** to check with your insurance company who may have affiliated disaster recovery experts available to assist should a disaster occur.

**For further information or advice please contact the State Records Office on  
(08) 9427 3661 or via email at [sro@sro.wa.gov.au](mailto:sro@sro.wa.gov.au)**