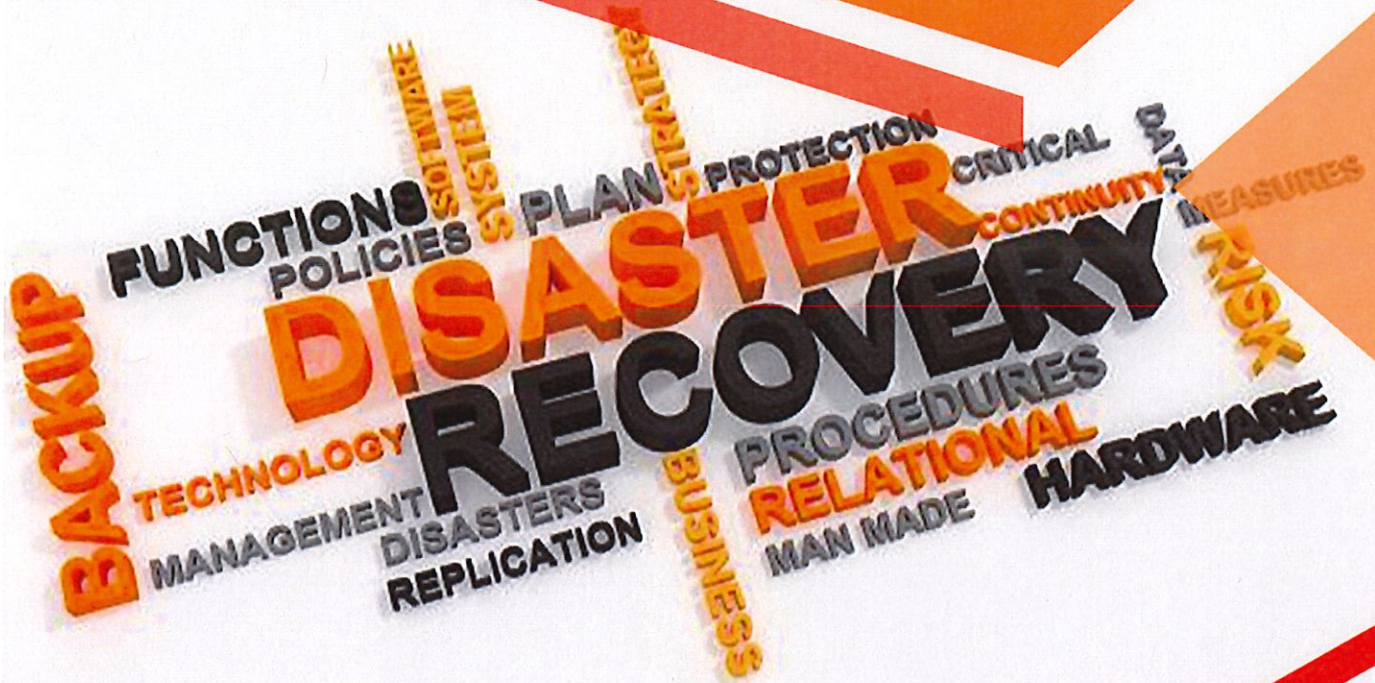




**DISASTER PREVENTION & RECOVERY
PLAN
CITY RECORDS**



Disaster Prevention & Recovery Plan for City

Records

It is the intent of the City of Montgomery to preserve and protect essential and permanent records, which includes establishing preventative measures and records handling procedures in the event of a disaster.

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1.0 PURPOSE

This administrative regulation outlines policies and procedures for safeguarding and preserving City records in the event of a disaster.

2.0 DEPARTMENTS AFFECTED

All Departments and Divisions.

3.0 DISTRIBUTION

All staff with assigned or potential responsibility in the handling and recovery of records in the event of a disaster.

4.0 POLICY

In disasters involving extensive damage to facilities and equipment and presenting risks to personnel, the City gives priority to the safety and security of personnel and facilities. Once safe, the Records Disaster Recovery Team will begin the recovery and reconstruction process by first recovering those City records identified as essential to the city operations and obligations and will protect them through duplication and storage in off-site locations. Records Identified as Important due to their informational content, uniqueness, historical value, and the perishability of the medium they were created on will then be protected. All other records remaining will be prioritized accordingly.

5.0 GENERAL

This Disaster Prevention and Recovery Plan (DPRP) provides the necessary steps and procedures to mitigate and repair the effects from major natural disasters, including tornado, fire, flood, or damage from other causes, such as chemical contamination, or insect, rodent, or fungal infestation, for the recovery of essential and Important City records.

The processes outlined focus mainly on the recovery of water-damaged records because 95% of all disasters result in water damage, and mold causes additional damage, so swift action is necessary.

Records considered essential to the City operations, along with those of Important informational content, historical value, or uniqueness, are the focus of the recovery efforts outlined in this DPRP. The method for determining this is through the record's appraisal process, which includes a review of the City's official retention schedule. All Department Heads or Records Liaisons are required to submit to the RMO an itemized list of essential records in their departments.

6.0 DEFINITIONS

	Term	Definition (means)
1.	Custodian of Records	City Secretary or Employee.
2.	Department	A City Department, or the functional equivalent that provides specific responsibilities for City's operations.
3.	Department Head	The officer or employee who is in charge of a City Department.
4.	Disaster Prevention & Recovery Plan (DPRP)	Document that will be used to dictate proper handling of City's records and appropriate action to be taken in the event of a disaster.
5.	Disaster Recovery Team (DRT)	Employees or volunteers that will be utilized in the event of a disaster and as further defined in Section 9.
6.	Disaster Team Leader (DTL)	City Secretary.
7.	Disaster	A sudden event, such as an accident or a natural catastrophe, that causes great damage, loss, or destruction.
8.	Division	A subsection of a City Department.
9.	Electronic Record	Any information that is recorded in a form for computer processing.
10.	Electronic Storage	The maintenance of records in the form of digital electronic signals on a computer hard disk, magnetic tape, optical disk, or similar machine-readable medium.
11.	Employee	A person employed by the City (full or part time).
12.	Essential Record	Any City record necessary to the resumption or continuation of City operations in an emergency or disaster, to the re-creation of the legal and financial status of the City, or to the protection and fulfillment of obligations to the City.
13.	Information Technology (IT)	OCS Contracted company that provides computing resources and network access to employees.
14.	Permanent Record	A City record for which the retention period on a records control schedule is given as permanent.
15.	Professional Consultant	A company that has been pre-determined to meet the qualifications necessary for the proper handling of records.

16	Record	All documents, papers, letters, books, maps, photographs, sound or video recordings, microfilm, magnetic tape, electronic media, or other information-recording media, regardless of physical form or characteristic, created or received by any of its officers or employees in the transaction of public business.
17	Records Control Schedule	A document prepared by or under the authority of the RMO listing the records maintained by the City, their retention periods, and other records disposition information.
18	Record Copy	A duplicate of the original signed document or a digital scan of the original.
19	Records Management Officer (RMO)	The City Secretary under Local Government Code, 203.025.
20	Redundant Backup Server	Electronic storage equipment located away from the main server for retrieval in the event of a catastrophe to allow City operations to resume.
21	Alternate Records Management Coordinator	Deputy City Secretary.
22	City	City of Montgomery, Texas.

7.0 DISASTER PREVENTION

Protective measures are to be followed and evaluated regularly to ensure appropriate levels of protection are in place for City records.

8.0 PREVENTATIVE MEASURES

- 8.1 City employees shall handle permanent and essential records that they prepare in the following manner:
 - a. Store in compliance with Texas Administrative Code Title 13, Section 7.164 (required minimal storage conditions).
 - b. Follow approved retention periods to ensure the timely destruction/deletion of obsolete records.
- 8.2 The Department Head is responsible for emphasizing the Importance of locking windows and doors where records are maintained.
- 8.3 The Department Head will maintain strict control of all building keys, codes, and electronic key cards. If a key or keycard is lost or stolen, they will request that the keycard is disabled, or the locks changed.
- 8.4 Staff shall maintain strict supervision of non-staff who enter the building, including cleaners and maintenance workers.

Specific Media Formats

Electronic format

Data must be backed up on a regular schedule throughout the day and replicated to an off-site redundant backup server located a safe distance from City Hall. This server is recommended to be in a location equipped to withstand catastrophic events, allowing for the rapid recover of records and software applications in the case of widespread devastation.

All electronic systems are to be stored off the floor to avoid damage in the case of a flood.

Computer passwords should not be shared with any other employee or non-employee.

Records with a retention period of at least ten years must be saved on the City's server (e.g., shared drive, designated server, etc.), within a program that has backup storage capabilities, or other method as approved by the IT Department.

All employees and elected officials will complete state mandated annual cybersecurity training.

Paper

8.10 Do not use water-soluble marking pens for the creation of records. Handwritten entries in logbooks or other records that have long-term or historical value should be made in permanent ink to prevent loss of information through damage or fading.

8.11 Store shelving units or filing cabinets off the floor to avoid damage in case of a flood.

8.12 Keep paper records in file cabinets or drawers when not in use.

8.13 Create a unique way to identify filing cabinets that hold essential records.

Photographs and negatives (including aerial photos)

8.14 Store negatives and photographs separately.

8.15 Do not expose photographs or negatives to direct sunlight.

8.16 Use lint-free cotton gloves when handling original photos and negatives.

8.17 Store photographs and negatives individually in a paper or plastic enclosure (polyester, polyethylene, or polypropylene). Keep in cool dry place away from overhead steam or water pipes, washrooms, or other sources of water.

8.18 Do not use manila envelopes, glassine envelopes, polyvinylchloride, rubber bands, paper clips, bulldog clips, ACCO fasteners, etc.

8.19 Never write on the back of a photograph with anything but a pencil.

Maps (including architectural drawings)

8.20 Avoid storing maps and drawings in areas exposed to heat or moisture.

9.0 RESPONSIBILITY/AUTHORITY

The DRT has the primary responsibility for the recovery of records in a disaster. The DRT consists of the Records Management Officer (Team Leader), Records Management Coordinator (Alternate Team Leader), and personnel from IT, Fire, Facility Services, and Finance, from any City department whose records have been damaged in a disaster. Volunteers may also be utilized depending on the nature of the disaster.

The Team Leader activates this DPRP when a preliminary assessment of conditions indicates its necessity. Once notified of the activation, all members of the DRT immediately assemble at the crisis site or an alternative location, as directed.

Records Liaisons are responsible for maintaining a list of essential records within their department or Division.

Any employee that observes or suspects actual or potential damage to City records has the responsibility to notify the RMO immediately.

Listed below are specific responsibilities of DRT members, including both general and post-disaster responsibilities.

9.1 Records Management Officer (Team Leader)

General Responsibilities

9.1.1 Refer to the DPRP before, during, and after a disaster and revise, as necessary.

9.1.2 Make the DPRP available for all employees and provide training as needed. Post-Disaster Responsibilities

9.1.3 Perform a preliminary assessment of the extent and types of damage to records as soon as possible.

9.1.4 Notify the DRT based on the severity of the damage and activate the DPRP as warranted.

9.1.5 Coordinate entire recovery effort.

9.1.6 Alert arriving personnel to potential hazards and work with Fire, Environmental and Facilities Services as needed to stabilize the environment and establish safe work areas for recovery operations.

9.1.7 Establish priorities for reconstructing and salvaging records.

9.1.8 Assemble and brief reconstruction and salvage teams, assigning specific tasks.

9.1.9 Supervise staff and administer exceptions to the DPRP.

9.1.10 Document the nature and extent of loss through written and photographic evidence regardless of the size or extent of damage.

9.1.11 Document the recovery process and keep a record of decisions made during the recovery process. This documentation will help later to reevaluate the DPRP or to verify which records were beyond recovery and were immediately destroyed.

9.1.12 Contact outside consultants and professional agencies as needed.

9.1.13 Keep management informed of the progress of recovery operation.

9.1.14 Be available to the DRT and to the overall recovery operation to answer questions, to initiate subsequent phases of the recovery operations, to acquire additional tools and supplies, and to determine other remedial steps.

9.2 Records Management Coordinator (Alternate Team Leader)

General Responsibilities

9.2.1 Assist Team Leader in primary duties, and responsible for delivering the disaster recovery supply kit(s) and securing additional recovery supplies during the recovery process and have ready a list of contact persons should consultation be needed for recovery of records (Appendix D).

9.2.2 Assume responsibility of Team Leader in his/her absence.

9.3 Fire Inspection/Emergency Management

Post-Disaster Responsibilities

9.3.1 Identify the dangers associated with disaster recovery, including the following:

- a) electrical shock hazards
- b) the handling of file cabinets that have been damaged by fire and that have retained heat
- c) delayed ignition
- d) submerged objects
- e) strong fumigants used to kill mold and fungus
- f) other hazards detrimental to the safety of employees

9.4 Facilities Services- Public Works

General Responsibilities

9.4.1 Ensure Facilities personnel are always on-call after normal business hours in the event services are needed in response to a disaster.

Post-Disaster Responsibilities

9.4.2 Establish an environment in which the DRT can begin recovery procedures.

9.4.3 Use pumps, Portable generators, fans, dehumidifiers and other available equipment to remove standing water, circulate air, expel humidity and otherwise prevent the occurrence of further record damage.

9.4.4 Work toward attaining the ideal condition of 65 degrees and 40-50% relative humidity to prevent the growth of mold.

9.4.5 Monitor and restrict access to record areas to authorized personnel to ensure salvage operations are not compromised.

9.4.6 In the event of theft, change locks, combinations, or disable electronic key cards to protect Important or confidential records.

9.5 Police Department

General Responsibilities

9.5.1 In the event of an emergency, prevent staff and volunteers from entering the building until City officials, or a building inspector determines the building is safe to enter.

9.6 Finance/Purchasing Department

General Responsibilities

9.6.1 Assist in the risk assessment and procurement of supplies in accordance with financial policies and procedures.

9.7 Environmental Services – Public Works

General Responsibilities

9.7.1 Assist in the identification of any biohazards (e.g., sewer damage).

9.8 Information Technology - Contractor

General Responsibilities

9.8.1 Electronic records (data) and software applications recovery.

9.8.2 In the event of theft, change computer passwords as necessary to protect Important and confidential records.

9.9 Employees

General Responsibilities

9.9.1 Create and ensure back-up copies are in place for all essential records.

9.9.2 The Records Manager must be contacted immediately by any employee or the Records Liaison in the event any City record(s) have been identified as damaged.

10.0 DISASTER RECOVERY

Despite all reasonable efforts, disasters with unanticipated consequences sometimes occur. Employees must act promptly and decisively to mitigate damage to records in the event of a disaster and to protect the interests of the City and its residents, employees, and clients.

The objectives of document recovery following a disaster are:

1. Stabilize the environment to prevent further damage to City records.
2. Prioritize recovery of the most essential of the damaged records.
3. Recover as many records as possible in the most cost-effective manner possible.

10.1 Taking Action

Coordination of the recovery effort is done both before and after the disaster.

Before:

- Each department will determine which records in their area contain information essential for continued operations should a disaster occur, and the method used to protect them.
- Establish an emergency contact list.
- Map the location of essential records.
- Identify appropriate supplies and vendors for use in the recovery effort as warranted.
- Purchase supplies which are practical to have on hand.

After:

- Recovery is to begin within 24 hours of the disaster unless there exist such conditions to prohibit immediate action and to be completed within 72 hours where possible. Should conditions exist which prohibit such recovery being completed within the time prescribed, the Team Leader shall make provisions for the freezing or retention under proper conditions of unrecovered records.
- No Team member is to enter any disaster area until directed to do so by the Team Leader or Alternate Team Leader.
- Records which are by law not public, are required to be kept under secure conditions, shall be separated from other damaged records, and secured as soon as possible.

- Conduct a damage assessment.
- Prioritize records for recovery.
- Get approval for the purchase of supplies or use of vendors.
- Contact vendors and gather supplies.
- Mobilize a recovery team.
- Remove damaged records from the contaminated area.

Once access to the building is allowed, the recovery process must begin immediately for the best chance of retrieval.

Once completed, the Team shall meet to review and critique the salvage effort by asking the following questions:

- What went wrong?
- What went right?
- Were supply and facility sources adequate?
- Was the DPRP adequate? If not, should it be revised?
- Is more staff training needed?
- What other records need to be listed as essential or permanent?

10.2 Safety and Security Precautions

Entry into the disaster area is permitted once determined safe and contains no hidden hazards such as submerged objects and severed or loose electrical wires.

Use caution in these areas; make sure all electrical equipment is grounded. Standing water, wet carpeting, and wet records make the use of electrical equipment potentially hazardous.

The restoration of confidential records will need to take place under proper secure conditions. While being moved, a staff member needs to accompany them. Staff shall maintain the same level of security as normal operations throughout the process.

Specialized clothing or equipment may be necessary to work in the damage area.

Water Damage:

Water makes records heavier and could cause them to expand, making cabinets and shelves collapse or deform and recovery more difficult. Staff or volunteers must use caution when lifting.

Fire Damage:

Fire damage may leave cabinets hot and delayed ignition may occur. The Recovery Team shall not open any cabinet, safe, or other storage areas unless it is cool to the touch, and caution used in opening drawers. A fire extinguisher and firefighter shall always be available during the recovery of fire-damaged records.

10.2.1 Paper Records

When removing paper records from damaged areas, keep a complete inventory. Include the type of record, normal location within the filing system, and recovery location. Remove all records from the damaged area even if they are not wet. Even if the paper records are

not wet, they have been in an area that once was. Exposure to a high humidity environment can promote mold growth.

Tips for removing records from heavily damaged areas:

- Keep records in the exact order as found.
- Do not remove records from file folders while packing.
- If possible, remove file drawers from cabinets or transport the entire cabinet intact. Use extreme caution - the weight will be an issue.
- Use dollies or human chains to remove records. Elevator service is unlikely following an emergency.
- Separate the records by type (e.g., paper from film, photos from magnetic tape). Each type of media has unique drying methods.

Recovery of paper records:

- The first goal of recovery is to bring down temperature and humidity in the contaminated area.
- Keep rooms containing water-damaged materials well vented to inhibit mold growth. Do not use fans as they can cause mold to transfer to more records.
- Keep the temperature as cold as possible in rooms containing water-damaged materials to inhibit mold growth.
- Sewer damage is considered hazardous waste. Before you can start recovery, biohazard experts must clean the material. Contact Environmental Health Services immediately.

Vacuum drying:

- Very expensive.
- Requires special equipment.
- Always performed by a vendor.
- A special chamber is used to remove oxygen and moisture.
- Best used for small volume of only the most essential records.
- Contact Records Management Coordinator for help finding a vendor.

Freeze drying:

- Most common way to recover essential records.
- Inexpensive.
- Records are loosely packed and transferred to a freezer facility.
- Over the course of three months, the moisture turns into a vapor and records dry.
- Best used for large volumes of records.
- Contact the Records Management Coordinator for help finding a freezer facility.

10.2.2 Computers/Electronics

Coordinate with IT for recovery of electronic records.

Electronic devices that have experienced damage should be placed in airtight bags and immediately transferred to the IT contractor for proper handling. Although it seems counterintuitive, hard drives should remain moist until an IT specialist can look at them.

11.0 PROCEDURES

- 11.1 Recovering records by their media type is always a secondary process within the recovery priorities process. First, to be recovered are essential records, then records with a permanent value as identified in Appendix B.
- 11.2 Essential and Important information should be backed up and always stored away from original records. If back-up records are available, no further recovery efforts should be taken with the damaged materials. Further recovery efforts should be confined to original records having intrinsic value. New back-up copies should be made as quickly as possible to ensure back-up protection.
- 11.3 Any decision to discard records should be documented for future records management purposes for legal and financial reasons.
- 11.4 For emergency purchases of supplies and services that require deviation from established procurement policies and procedures, follow Purchasing regulations.
- 11.5 Most records are generated and stored electronically and backed up on the City's off-site server; however, they remain at risk depending on the nature of the disaster.

12.0 STABILIZATION, RESTORATION, RECOVERY BY MEDIUM

The following table defines the record medium and the associated action based on the type of damage. The Records Manager and Records Liaison are responsible for carrying out the associated action. A professional consultant may be utilized for cleaning and restoring records as needed.

The first step after a disaster, regardless of the medium, is to immediately assess whether the information is essential or Important, and if a back-up exists. That determination will dictate next steps and essential records take priority.

The following action list is based on the non-existence of a backup and outlines steps to be taken for both stabilization and restoration of various record mediums.

Table 1.

Record Medium	Action (Water Damage)	Action (Fire Damage)
1. Magnetic Media- tapes, floppy diskettes, audio and video cassettes, compact	<ul style="list-style-type: none"> a) Take action immediately. b) If water continues to leak onto records at the disaster site, attempt to cover records, not in active retrieval, with plastic sheeting to reduce further damage. Remove plastic once the area is controlled and to reduce humidity. c) Freeze or vacuum dry if professional help must be delayed.. 	<ul style="list-style-type: none"> i) If retrieval of data on magnetic media is necessary, contact IT. j) High temperatures of 125 degrees and above destroy magnetic tapes, discs and diskettes.

Record Medium	Action (Water Damage)	Action (Fire Damage)
discs, flash drives, etc.	<ul style="list-style-type: none"> d) To avoid further damage, do not use damaged magnetic media until they are cleaned and dried and their protective coverings or containers are replaced. e) Contact IT or professional consultants about cleaning techniques for the retrieval of data. f) Drain if stored in water and blot dry with a soft, lint-free cloth. g) Rinse diskette with distilled water and place in a tray of water. Wipe submerged diskette with a soft cloth. Rinse, drain, and place flat on a clean, lint-free bed sheet. Let air dry for eight hours. h) Copy the data to a new medium. 	<p>Store back-ups of Important or essential information off-site.</p> <ul style="list-style-type: none"> k) If restoration possible - duplicate immediately and destroy original, damaged media.
2. Photographic materials- color film or photographs	<ul style="list-style-type: none"> a) Take action immediately. b) Keep wet to avoid further image loss. c) Freeze if professional help must be delayed longer than 48 hours. d) Obtain professional assistance as warranted. e) Air dry (if there are not too many and if there is time) either flat or on lines. f) If too many to air dry, store in cold water (65 degrees or below) for up to three days. Add Formaldehyde to water at a ratio of 15 ml. to one liter. g) Transport to or have picked up by a professional photography laboratory within 24 hours. h) If time does not permit air drying or transporting to a professional laboratory, freeze quickly. i) See 1b. 	<ul style="list-style-type: none"> j) Obtain assistance of a professional restorer.
3. Maps, blueprints, or other drawings	<ul style="list-style-type: none"> a) Wettest records must be removed first. b) Air dry in a cool, dry environment if only a small volume is involved or if water damage to individual records is not extensive. Enhance air circulation by reducing volume in full cabinets, opening drawers, or spreading records out on a flat surface, or rust-proof screening. Fan the pages of bound volumes. Be careful to label any materials removed from the original location or container. Interleave records with clean, absorbent paper. c) If mold erupts, contact a professional consultant regarding treatment with fungicide. 	<ul style="list-style-type: none"> i) Obtain assistance of a professional restorer.

Record Medium	Action (Water Damage)	Action (Fire Damage)
	<ul style="list-style-type: none"> d) Restore frozen materials worth restoring by vacuum freeze drying or air drying. e) Allow vacuum freeze-dried materials to acclimate afterwards for at least one month. f) Perform air drying only in an environment with a temperature of 50-60 degrees and 25-35% relative humidity. g) Do not stack wet records. h) See 1b. 	
4. Paper records	<ul style="list-style-type: none"> a) Take action within 48 hours to prevent the development of mold and mildew. b) See 3e. c) Otherwise, prepare records for removal to a freezing facility. Loosely wrap units of two hundred sheets in freezer paper. Pack tightly in plastic crates or cubic food records storage boxes. d) See 3f. e) Handle wet paper carefully and as little as possible - it is fragile. f) See 1b. g) Remove metal clips and staples from paper to avoid rust. h) Records which are not essential or permanent may be placed in a microwave oven if there is only a small amount of damaged papers (remove staples and metal fasteners first). 	<ul style="list-style-type: none"> i) If records are not fragile, trim the charred edges and clean the surface with a soft bristle brush, or rub gently with an art gum eraser, or mildly abrasive drawing paper, or wallpaper cleaner. Typed material should first be tested to determine if correctable ribbon was used; if so, do not use paper cleaner. j) If records are too fragile, enclose them in Mylar folder and copy them on to paper or microfilm. Discard the original and keep a record of such action. Consult a restoration specialist.

All other types of damage will be assessed on a case-by-case basis, and action will be taken as warranted.

APPENDIX A

ESSENTIAL RECORDS

- 1) Accounts Payable
- 2) Appointment books
- 3) Bank records

- 4) Code Books
- 5) Contracts
- 6) Court Cases (active)
- 7) Court Judicial Orders
- 8) Criminal Case Files
- 9) Emergency Management Plan, National Incident Management System (NIMS)
- 10) Emergency contact information (How do you contact various staff members via phone or email; or foot, if lines of communication are down)
- 11) Grant Records
- 12) Maps and building plans (where are the computer server room located in relation to the area of the facility that's flooded, for example)
- 13) Licenses (professional)
- 14) Court Master Docket
- 15) Minutes
- 16) Ordinances
- 17) Organization Chart
- 18) Payroll records
- 19) Personnel Records (proof of benefit coverage, retirement records)
- 20) Prison, jail records
- 21) Security Codes
- 22) Tax Records
- 23) Warrants

This is not an all-inclusive list, and employees are advised to consult with the RMO to determine if a document record carries a classification of being essential record.

Source: Records Liaisons, TSLAC, National Archives and Records Administration

APPENDIX B

PERMANENT RECORDS

1.0 Administrative/Legal

- 1) Affidavits of Publication (Municipal Ordinance Only)
- 2) Annexation, Disannexation, Abolition, and Other Jurisdictional Records
- 3) Annual and Special Reports
- 4) Dedications
- 5) Deed Files
- 6) Easement and Right-of-Way Files
- 7) Fidelity and Performance Bonds (Elected and Appointed officials)
- 8) Legal Opinions
- 9) Maps (in department of origin)
- 10) Minutes
- 11) Orders
- 12) Ordinances
- 13) Publications (employee - 1 copy)
- 14) Publications (public - 1 copy)
- 15) Records Destruction Authorizations
- 16) Records Disposition Schedules
- 17) Resolutions

2.0 Development Services

Building and Inspection

- 1) Annual Reports of Building Permits Issued
- 2) Certificates of Occupancy
- 3) Permits
- 4) Street Name and House Number Files

Planning

- 1) Zoning Maps and Plats
- 2) Zoning Permit Records
- 3) Planning Studies and Reports

3.0 Environmental Services (Public Works)

- 1) Environmental Protection and Natural Resources Management Plans
- 2) Environmental Quality Review Records

4.0 Financial

- 1) Annual Budgets
- 2) Annual Financial Reports
- 3) Audit Reports
- 4) Bond Administrative Files**
- 5) Bond Registers
- 6) Capital Improvement Reports
- 7) Individual Employee Pension Records
- 8) Payroll year-to-date registers
- 9) Pension Deduction Registers
- 10) State Property Tax Board Annual Reports
- 11) Marshal's Procedure Manual

5.0 Personnel

- 1) Individual Employee Pension and Retirement Records
- 2) Texas Municipal Retirement System Reports

6.0 Police

- 1) Arrest/Criminal History Files (Adult)
- 2) Booking Records (Adult)
- 3) Evidence Files
- 4) General and Operational Orders and related documentation**
- 5) Incident Reports
- 6) Inquest Case Files
- 7) Internal Affairs/Investigation Records
- 8) Jail Records
- 9) Narcotics Evidence Files
- 10) Officer Call Activity Reports
- 11) Training Records (Class)

7.0 Public Works

Engineering - WGA

- 1) Capital Construction Project Files
- 2) Land Survey Records
- 3) Private Utility Plans and Maps

Traffic Engineering

- 1) Annual Operations Reports
- 2) Traffic Signs and Signals Inventory Records (excludes junked signs and signals)

Water and Wastewater

- 1) Annual Water Operations and Monitoring Reports
- 2) Maps and Plats
- 3) Tap and Hook-up Logs
- 4) Water and Wastewater Planning Studies and Reports
- 5) Annual and Biennial Reports to Regulatory Authorities
- 6) Water and Wastewater Permit Files

This is not an all-inclusive list, and employees are advised to refer to the City's records retention schedule to determine if a document record carries a classification of permanent.

APPENDIX C

DISASTER RECOVERY SUPPLIES

These materials will be the initial supplies used at a disaster recovery site. It is the responsibility of the Alternate Team Leader to purchase and maintain these supplies and make them available upon notification that a disaster has occurred.

1. Create a document with the names and mobile numbers of individuals serving in the positions identified in Appendix D. Update as needed.
2. A copy of this DPRP - (updated as necessary).
3. A copy of the City's Emergency Operations Plan, National Incident Management System (NIMS) Implementation Plan, and Debris Management Plan.
4. Interleaving supplies (a minimum of five rolls of paper towels) wrapped in plastic.
5. One 20-foot roll of plastic sheeting (clear or black)
6. Two boxes of manila file folders.
7. Five waterproof marking pens.
8. Ten (10) records storage boxes or plastic storage containers.
9. Two utility knives with retractable blades.
10. Two multicell flashlights with extra batteries (batteries must be replaced annually).
11. Four pairs of latex (surgical) gloves (replace bi-annually).
12. Two hundred feet clothesline.
13. Four pairs of cotton (photographer's) gloves.
14. Ten cotton terrycloth towels or cotton rags.
15. Two pairs of quality scissors.
16. Box of 30-gallon plastic heavy duty garbage bags - 20 count minimum (used to store other items when no disaster recovery is occurring).
17. Other supplies based on recovery needs.

APPENDIX D

DISASTER RECOVERY TEAM (DRT) PROFESSIONAL CONSULTANTS

City Staff

Department	Job Title	Team Member Title	Office#
Legislative Services	City Secretary	Disaster Team Manager	936-597-3288
Legislative Services	Deputy City Secretary	Alternate Disaster Team Manager	936-597-3211
All Services	City Administrator	Alternative Disaster Team Manager	936-597-3235
PUBLIC WORKS Environmental Services	Director of Public Works	DRT Member	936-597-6757 936-597-5314
PUBLIC WORKS Facilities	Director of Public Works	DRT Member	936-597-6757 936-597-5314
Finance/Purchasing	Senior Account Clerk	DRT Member	936-597-4491
Information Technology Division	OCS	DRT Member	281-364-0539
Police Dept.	Police Chief	DRT Member	936-597-4490

Mobile phone numbers for the City staff serving in the above referenced positions are retained separately from this document.

Professional Consultant(s)

The City has a standing Restoration Services Agreement with the following company that may be executed at the time of a disaster:

SERVPRO of lake Conroe, Magnolia &
Cleveland, 2436 Peyton Road
281-356-9991

<https://www.servprolakeconroemagnoliacleveland.com/magnolia>