
PRAIRIE VIEW A&M UNIVERSITY

RECORDS DISASTER RECOVERY & PREVENTION

Purpose

The purpose of this document is to provide guidance on how to better preserve your records and to ensure that you can retrieve them in case of man made or natural disasters or new technology.

Records

Records are susceptible to damage and that damage can be as a result of a small-scale building issue or a catastrophic natural disaster. There is also the threat to your records from individuals, who can physically destroy your records or corrupt or erase your electronic records. When a disaster occurs, it's important to know what to do to ensure that you can recover all the data and to also prevent or minimize the potential for the loss of any of your records.

Recovery Methods

- Paper – Spread out documents on a flat, absorbent material. As it dries, move them into stacks and leave that absorbent material between the pages.
- Electronic Media – CD's, DVD's and flash drives can often be air dried. Hard drives will have to be handled professionally.
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Prevention Methods

- Make sure that your records are secured and only authorized access is granted.
- Don't store items in direct contact with the floor. Try to place boxes at least a few inches above the floor so as to minimize the threat of water damage.
- Make sure your paper records are not stored in direct sunlight.
- Insects can pose a problem for paper records so make sure to keep food and drinks away from the records. Make sure you have your storage area has frequent pest control checks.
- For electronic records, make sure that there is a backup of the data on a regular basis.
- Make sure your storage area has some kind of fire detection system.
- Inspect your storage area on a regular basis for possible hazards or threats such as leaky water pipes, frayed electrical wires or other fire hazards.