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Examples of Essential Records

An Additional Help for ADS 511

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EXAMPLES OF ESSENTIAL RECORDS

Emergency Operating Records

- Automated Directives System (includes order of succession and delegations of authority)
- Continuity of Operations Plan
- Emergency Personnel Contact List
- Staffing Patterns
- Safe Haven Checklist
- Site and Floor Plans
- Mission Directives
- Critical Program Implementation Records

Rights and Interest Records

- Time and Attendance Records – Web TA
- Payroll Records
- Phoenix Financial System Records
- Contracts/Grants and other records in the Global Acquisition and Assistance System (GLAAS)
- Official Personnel Files
- Damage and Loss Reports
- Freight records
- Grievance, disciplinary and adverse action records
- Property Inventory Records
- Leases on housing and other properties
- Motor Vehicle Files
- Participant Training Files
- Passenger transportation records
- Regional Audit Report Files
- Registration books and insurance documents for official vehicles