

Disaster recovery / Continuity of operations

1. Discuss your office change of administration plan.
2. Does your office have a continuity of operations plan (COOP)? If so, share it with the group.
3. If your office became physically inaccessible right now, how would you continue business operations?
4. Where do you have off-site backup materials stored? Are they currently up-to-date?
5. Who are the critical partners whose assistance you might need in a disaster?
6. How do you incorporate vital records into your agency's overall disaster/continuity planning?
7. Have you had an occasion where you implemented all or parts of your disaster/continuity plan?

Local registrar office security

1. Discuss some possible threats to record security in your office.
2. What are some measures your office has taken to remedy these possible threats?
3. Discuss some possible threats to banknote paper security.
4. What are some measures your office has taken to protect banknote paper from these threats?
5. Discuss your office's records preservation plan. If your office doesn't have one, discuss your office practices regarding the following:
 1. Your plan for storing records
 2. Your plan for protecting records from being degraded over time and in case of an emergency (flood, fire, extended power outage, tornado, etc.)
 3. Your records retention schedule
 4. Your plan for destruction of paper