ESSENTIAL RECORDS REGISTER & BACKUP TEST

FORM REVISION	PRIVACY	REVIEW CADENCE
1.0	Organization-sensitive; protect restricted records	Review at least annually and after major system changes

A continuity plan is incomplete if the essential records exist only in the system that just failed. Identify what must survive, who is authorized to access it, where redundant copies exist, and when restoration was last tested.

ESSENTIAL RECORDS REGISTER

Record / data set	Function supported	Custodian	Primary system / location	Backup / alternate	Access authority	Retention / notes

ESSENTIAL RECORDS REGISTER & BACKUP TEST

RECOVERY TEST

Record / system	Backup last verified	Restore / access test date	Tester	Result	Corrective action / owner

CONTINUITY QUESTIONS

Records required in first 4 hours

Records required in first 24 hours

Records required for payroll / personnel

Records required for contracts / vendors

Records required to protect public / client legal or financial rights

Offline or hard-copy records that must be pre-positioned

ESSENTIAL RECORDS REGISTER & BACKUP TEST

CONTROL RULES

- ☐ Use appropriate access controls for sensitive and personally identifiable information.
- ☐ Document system migrations and corrections; preserve audit history where required.
- ☐ Keep backups in a failure domain different from the primary system when feasible.
- ☐ Test restoration, not just backup creation.

Source basis: Built To Resist records chapters; FEMA continuity guidance on essential records.
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