Damaged Records Report

Agency Name: 

Address: 

Phone: 

Email: 

Contact Person: 

Date the damage occurred: 

Date the damage was discovered: 

Complete the following. (Answer field will expand to accommodate all answers)

<p>| | |</p>
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Describe circumstances of how the damage occurred.</td>
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<tr>
<td>2.</td>
<td>What salvage attempts were made?</td>
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<tr>
<td>3.</td>
<td>Were any of the records affected by this event salvageable?</td>
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</tbody>
</table>
4. Why are these records unsalvageable?

5. Who determined that the records could not be salvaged?

6. Are there other copies of the damaged records in other locations or are there ways to reconstruct the damaged records (i.e. payroll records could be recovered from your payroll service provider)?

7. Are there additional records still maintained in the building? If yes, how are these records being protected?

8. What measures are being taken to prevent future damage to the agency’s records?