

Mandatory Reference: N/A
Supplementary Reference: 502
File Name: 5026s1

EXAMPLES OF VITAL RECORDS

Examples of Emergency Operating Records

1. Readiness records.
2. Procedural records to implement emergency operations.
3. Records that show the mobilization and protection of material and manpower resources of the Nation (or in the case of overseas, Mission).
4. Records that assist in maintaining public health and safety.
5. Records for essential Civil Defense activities.

Examples of Rights and Interest records are:

1. Proof of ownership.
2. Financial records such as monies due AID and debts to employees, vendors and contractors.
3. Retirement records.
4. Payroll records.
5. Insurance claims.
6. Legal proceedings and final decisions.
7. Valuable research papers.
8. Contract files.
9. Equipment Inventories.
10. Building History files.
11. Personnel files.

12. Employee Locator Files.

ADS13\5026s1