

RECORDS EMERGENCY ASSESSMENT CHECKLIST

SAFETY FIRST! Before evaluating materials, ascertain that the space has been determined safe to enter and that you are appropriately outfitted for your protection.	
DOCUMENTATION Written and photographic documentation will help to capture a snapshot of an entire space, selected portion, or specific group of records.	
LOCATION: (street address; building; space within building)	
DATE:	TIME:
ASSESSOR:	

FORMAT	QUANTITY	RECONSTRUCT/COPIES EXIST	CONDITION	OTHER COMMENTS
Bound Volumes				
Loose Paper				
Oversized plans, maps or drawings				
Photos/Film				
Video/Audio				
Electronic/Computer				
Artifacts				