

DEPARTMENT OF THE TREASURY
DIVISION OF REVENUE AND ENTERPRISE SERVICES
RECORDS MANAGEMENT SERVICES
Mailing: PO Box 661, Trenton NJ 08625
Location: 2300 Stuyvesant Avenue, Trenton, NJ 08618

Disaster Recovery Checklist

(Information to have ready when you call Records Management Services)

Agency Name/Offices Involved: _____

Address: _____

Phone: _____

Email: _____

Contact Person: _____

Date the disaster occurred: _____

Do you have access to the damaged area? Yes No

Do you have an inventory of records in damaged area? Yes No

If so, please list the record series/years that were affected. You can use the Damaged Records Inventory sheet or attach your own list.

What is the approximate volume of damaged records? _____

What media types (paper, audio video, electronic media, etc) are involved?

Have you contacted your insurance company? Yes No

Have you contacted a salvage company? Yes No

Do you have access to refrigeration or freezing units? Yes No

Additional Comments/Questions: _____

