

# MEDFORD PARKS & RECREATION

HEALTHY LIVES. HAPPY PEOPLE. STRONG COMMUNITY.

TO: CAPRA File for Standard 3.6.1 –  
Records Disaster Mitigation and Recovery Plan and Procedures

FROM: Beverly Power, Customer Service Supervisor

SUBJECT: Review of CAPRA 3.6.1 –  
Records Disaster Mitigation and Recovery Plan and Procedures

DATE: March 14, 2016

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A verbal review of 3.6.1 – Records Disaster Mitigation and Recovery Plan and Procedures was completed at the CAPRA Team meeting on 1/27/16, which was attended by Department Supervisory staff.

Changes to the standard were as follows:

Updated Agency Evidence of Compliance  
Reference City of Medford Operations Plan 2012  
Reference standard review memo 2013  
Reference Department Recovery Plan

A Copy of the review and meeting agenda is attached.

Staff Name: Beverly Power  
Title: Customer Service Supervisor

APPROVED: \_\_\_\_\_



Rich Rosenthal, Interim Director



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### **3.6.1 - Records Disaster Mitigation and Recovery Plan and Procedures**

**Standard:** There shall be an established records disaster mitigation and recovery plan and procedures that are periodically reviewed for protecting records, storing them and recovering critical information after a disaster.

In accordance with Administrative Regulation 94-5-R3 the City of Medford Records Manager is responsible for creating a disaster mitigation and recovery plan the purpose of which is to enable members of staff and others to meet an emergency with maximum efficiency and minimum loss of records.

The City of Medford Records Manager does not have an established policy. The department created a policy in 2012 and will follow until one is created.

*Suggested Evidence of Compliance:* Provide the records disaster mitigation and recovery plan and procedures and a copy of the most recent review.

Informational reference in the *Management of Park and Recreation Agencies*, (2010), 3rd Ed., Chapter 14 – Information Technology Management, pp 325-330.

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#### **Agency Evidence of Compliance:**

Administrative Regulation 94-5-R3  
City of Medford Emergency Operations Plan 2012  
Department Recover Plan  
Standard Review Memo 2013

**Agency Self Review:**  Met  Not Met

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#### **Visitor Comments:**

**Visitor Evaluation:**  Met  Not Met