

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:

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Address:

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Phone:

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Email:

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Contact Person:

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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?

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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: \_\_\_\_\_