

Annex B  
North Carolina COOP Planning Manual

Using the information gathered in Worksheet #14, list those records that are necessary for the continued operation of critical processes or services for fourteen days. Records can be in electronic or paper form. Do not include records that may be useful but are not essential to performing the service. Also indicate whether these records are time-critical – needed within 72 hours of an emergency.

Essential Function: \_\_\_\_\_

Critical Service or Process	Vital Record	Description	Form of Record	Type of Record	Time Critical?

This worksheet is from the Maryland Emergency Management Agency (MEMA) Continuity of Operations Planning Manual.