**Office of the Administrator Essential Records Inventory**

| Essential File/Record/Database | Format (Hardcopy Electronic) | Pre-Positioned @Alternate  Site | Hand Carried To Alternate Facility | Storage Location(S) | Maintenance Frequency |
| --- | --- | --- | --- | --- | --- |
| COOP  Agency Communications Plan | Hardcopy & Electronic | Yes | No | Intranet,  Hot Site, & Headquarters | Bi-annually |
| Delegations of Authority | Hardcopy & Electronic | Yes | No | In COOP Folders | Reviewed Annually |
| Orders of Succession | Hardcopy & Electronic | Yes | No | In COOP Implementation Plan | Reviewed Annually |
| COOP Plan | Hardcopy & Electronic | Yes | No | Intranet,  Hot Site, & Headquarters | Annually |
| Disaster Response | Hardcopy & Electronic | Yes | No | In COOP Folders | Annually |
| Inventory | Hardcopy & Electronic | Yes | No | In COOP Folders | Annually |
| Primary Mission Essential Function (s) | Hardcopy & Electronic | Yes | No | In COOP Folders | Annually |
| Agency Essential Functions Documentation | Hardcopy & Electronic | Yes | No | In COOP Folders | Annually |
| Personnel Accountability | Hardcopy & Electronic | Yes | No | In COOP Folders | Cycle as contents change |
| Official Personnel Folders (OPF)s | Hardcopy & Electronic | Yes | No | In COOP Folders | Cycle as contents change |
| Systems Manual | Hardcopy & Electronic | Yes | No | Maintain off-site and IT Headquarters | Cycle when superseded |
| System Documentation | Hardcopy & Electronic | Yes | No | Maintain off-site and IT Headquarters | Cycle when superseded |