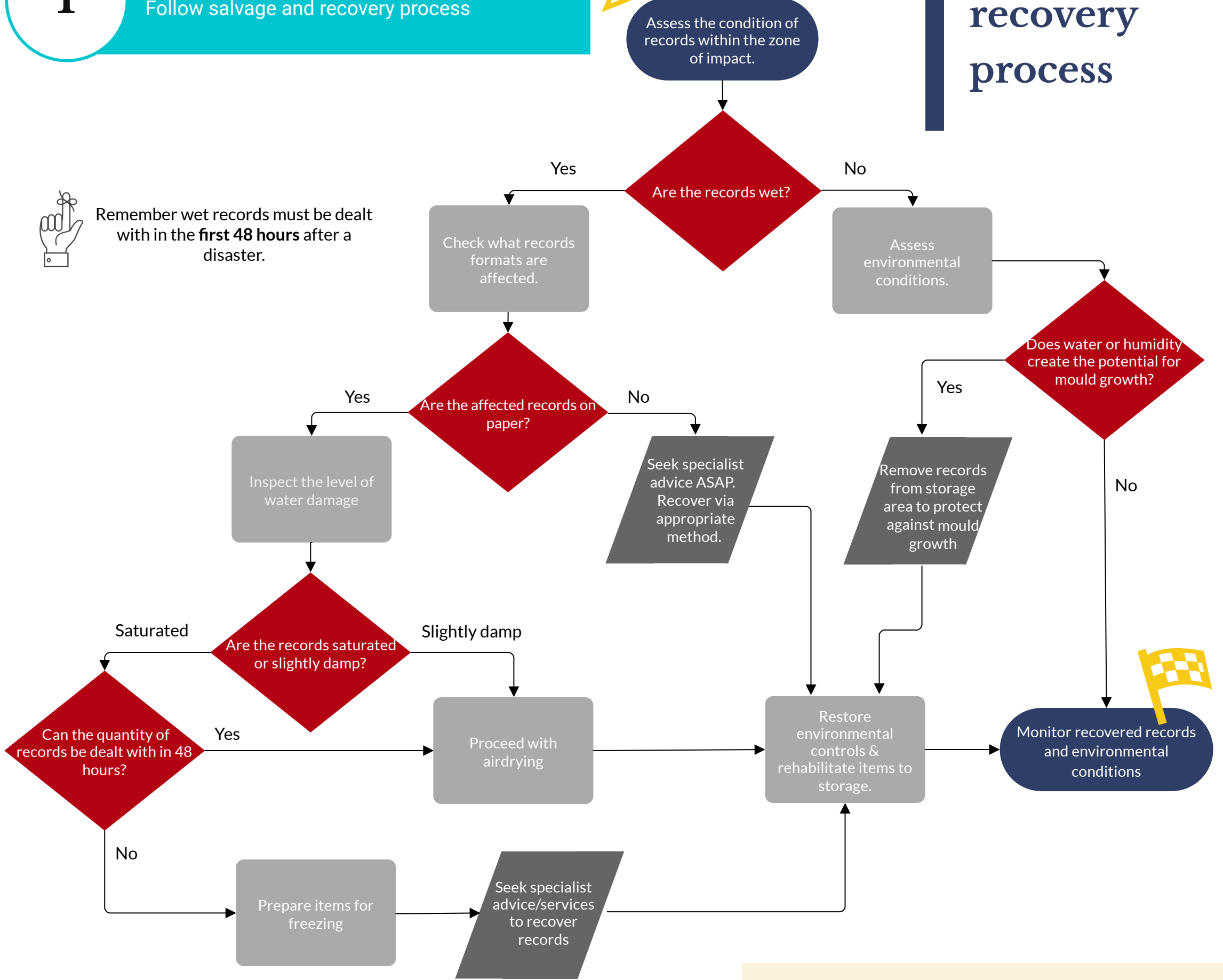# Example workflow: Disaster salvage and recovery

Triage of records salvage and recovery for a disaster involving water.
Note: this is an example only.

1 Identify affected **high priority** records
Follow salvage and recovery process

Salvage and recovery process

Assess the condition of records within the zone of impact.

Remember wet records must be dealt with in the **first 48 hours** after a disaster.

Are the records wet?
— Yes → Check what records formats are affected.
— No → Assess environmental conditions.

Are the affected records on paper?
— Yes → Inspect the level of water damage
— No → Seek specialist advice ASAP. Recover via appropriate method.

Does water or humidity create the potential for mould growth?
— Yes → Remove records from storage area to protect against mould growth
— No →

Are the records saturated or slightly damp?
— Saturated → Can the quantity of records be dealt with in 48 hours?
— Slightly damp → Proceed with airdrying

Can the quantity of records be dealt with in 48 hours?
— Yes → Proceed with airdrying
— No → Prepare items for freezing

Prepare items for freezing → Seek specialist advice/services to recover records

Restore environmental controls & rehabilitate items to storage.

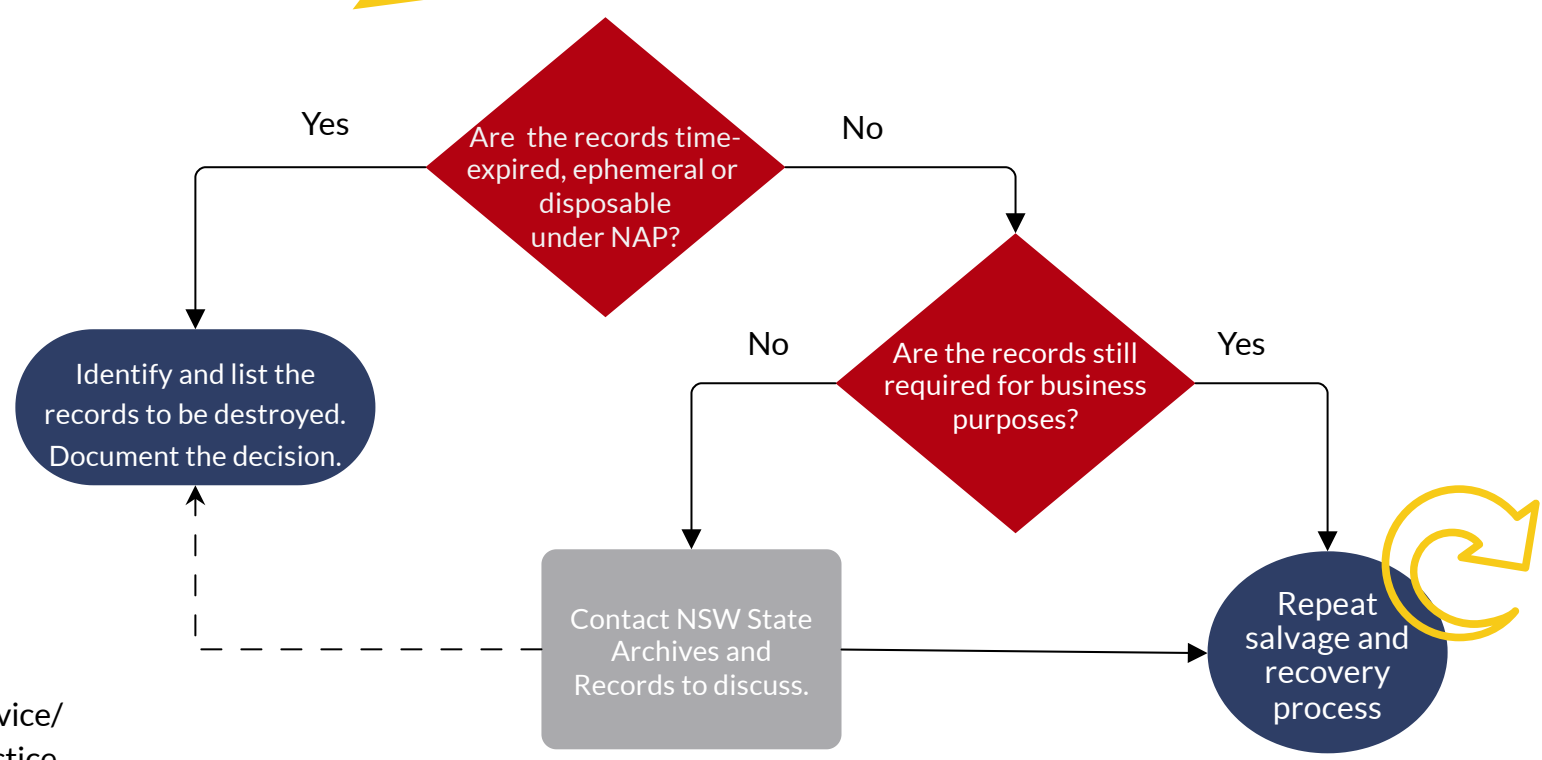Monitor recovered records and environmental conditions

2 Identify affected **medium priority** records
Repeat salvage and recovery process

3 Deal with **low priority** records
Confirm requirements for recovery

This example workflow is part of the Counter disaster reaction and recovery plan guidance.

For the full document and further information on disaster planning see:
https://www.records.nsw.gov.au/recordkeeping/advice/counter-disaster-reaction-and-recovery-plan

Disposal decisions for low priority records

Are the records time-expired, ephemeral or disposable under NAP?
— Yes → Identify and list the records to be destroyed. Document the decision.
— No → Are the records still required for business purposes?

Are the records still required for business purposes?
— No → Contact NSW State Archives and Records to discuss.
— Yes → Repeat salvage and recovery process

Need advice on Normal administrative practice (NAP)?
See NSW State Archives and Records website:
https://www.records.nsw.gov.au/recordkeeping/advice/retention-and-disposal/normal-administrative-practice

NSW State Archives and Records