

Subject: Vital Records Protection Program	Effective Date: April 22, 1998	Initiated by: Head, Site Protection
	Supersedes: Revision 1 dated 10/28/94	Approved: Director

It is PPPL's policy to require, establish and maintain a Vital Records Protection Program (VRPP). This VRPP, managed by the Site Protection Division, shall ensure the protection and availability of information critical to effective emergency response management. It shall ensure the protection of the legal rights and interests of citizens, PPPL employees, subcontractors, visitors and Governments.

There are two basic categories of vital records: Emergency Operating Records and Rights/Interests Records. Emergency Operating Records are records vital to the essential functions of the Federal Government for the duration of an emergency if the country is attacked. These records include: records necessary for the military effort; the mobilization and protection of material, personnel resources of services and of systems; the maintenance of public health, safety, and order; and the conduct of essential defense activities. Rights and Interests Records are records essential to the preservation of the legal rights and interests of citizens and their Government.

Many of the Laboratory's records are considered valuable to the preservation of the legal rights and interests of citizens and their Government, and valuable to the maintenance of public health, safety, and order. Several of these vital records are considered crucial for emergency situations, and may be considered classified, not just to our Government, but also to other Governments.

The VRPP shall protect that core of records deemed necessary to assure continuity of essential Laboratory (PPPL) activities during and following emergency conditions. Emergency conditions include possible earthquakes, floods, tornadoes, hurricanes, and an enemy attack upon the United States. These records must be available as needed at or in the vicinity of emergency operating centers. The specific records to be protected are determined and documented via the "Records Management Program", managed by the PPPL Information Services Division.

REFERENCES:

- Public Law 93-597, United States Code Section 552A
- DOE Order 200.1, Information Management Program
- DOE Order 231.1, Environment Safety and Health Reporting
- DOE Order 420.1, Facility Safety, which establishes fire protection requirements
- DOE 151.1, Comprehensive Emergency Management System
- Federal Property Management Regulation (FPMR), 7610-00-298-6904, A Record Management Handbook
- Federal Preparedness Circular Number 60, Federal Emergency Management Agency