



SUPERIOR COURT CLERKS OF GEORGIA

DISASTER PREPARDNESS

Bulletin

August 2017

BE MINDFUL

- **How often are your gutters cleaned?** Gutters that have not been cleaned on an annual basis (or after rainy weather conditions) causes seepage and flooding.
- **How old is your plumbing system?** Plumbing issues can quickly lead to water damage, overflowing into the basement of your building where records and files are often stored.

PREVENTION

- Any boxes containing archived records should not be stored directly on ground surface. Make sure boxes are slightly off the ground by propping them on pallets or stacking them on shelves or tables.
- Regularly ask the maintenance personnel of your building to inspect the facility, looking for problem areas such as: old piping systems, poorly-installed electrical appliances and fire hazardous equipment.
- Place dehumidifiers around your facility to reduce the chances of dust mites, mold and mildew from occurring.

Having a Plan is KEY!

- **Prevention** is your first line of defense! Make sure you have a plan in place *before* Murphy's Law comes calling. Conduct regular inspections of your facilities and preempt with maintenance wherever possible.
- **Know** your Recovery Specialist Vendors and have an existing contract with them so they can be ready to act immediately.
- **Map** out the first steps you'll take in order to continue business in your office if you are unable to enter your office the days following a disaster.
- **Update** annually.

State Law Requires Clerks to Back Up Both Locally AND with The Authority

- Every Superior Court Clerk is **required by law** to have electronic copies of any records, or "back-up records." (Reference, Senate Bill 135 revised Code Section 15-6-62.1).
- You *must* maintain digital back-up records in two ways:
 1. Permanently retaining back-up records on a secure file server operated by the clerk
 2. Submitting digitally formatted records to the Authority for permanent archiving

The Authority Will Work with You

- In addition to your local solutions, the Authority's archiving of your digital records is also **required**.
- For information on MyVault or to discuss a custom application, contact Tara Johnson at: Tara.Johnson@gsccca.org or (678) 741-5354.

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