**Emergency Operations Center (EOC) Skillset: Document and Records Management**

**Task Categories:**
Collect and store documents and records
Provide documents and records upon request

*Task Category: Collect and store documents and records*

<table>
<thead>
<tr>
<th>TASKS</th>
<th>CODE</th>
<th>EVALUATION RECORD #</th>
<th>EVALUATOR INITIALS AND DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Follow document and records management procedures and policies.</td>
<td>E, F, I</td>
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<tr>
<td>2. Brief EOC personnel on document management processes and related staff responsibilities.</td>
<td>E, F, I</td>
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<td>3. Monitor, review, and assess activity logs, charts, and records for completeness and follow up on any that are incomplete.</td>
<td>E, F, I</td>
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<td>4. Collect and package information for after action review.</td>
<td>E, F, I</td>
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*Task Category: Provide documents and records upon request*

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<td>5. Monitor compliance with information management processes and procedures.</td>
<td>E, F, I</td>
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<td>6. Perform real-time documentation collection and storage.</td>
<td>E, F, I</td>
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<td>7. Archive documents such as activity logs, charts, and records.</td>
<td>E, F, I</td>
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<td>8. Respond to internal requests for archived information, such as:</td>
<td>E, F, I</td>
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<td>- Lessons learned from past disasters, incidents, and events</td>
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<td>- Previous incident information</td>
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