

## MEMORANDUM

To: Our Valued Customers

From: Sheshunoff Information Services

Subject: *State & Local Government Disaster Recovery and Contingency Planning Highlights*

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The enclosed new materials provide you with the latest information on disaster recovery and contingency planning.

In the news:

When the bridge collapsed in Minneapolis on August 1, emergency response crews were on the scene in minutes. Officials reported that the city had a disaster recovery plan in place and the plan had already been tested to make sure it worked. Assistance from outlying areas had been planned in advance, and by all accounts the emergency response efforts worked well. This disaster reinforces the importance of having effective written disaster recovery procedures and testing your plan before a disaster happens.

This edition includes new or revised information on the following:

- **Recovery procedures best practices.** A new section in Chapter 5 offers disaster recovery coordinator guidance on possible areas for enhancing your organization's disaster recovery plan.
- **Writing effective disaster recovery procedures.** An updated section in Chapter 5 provides information on how to write effective DR procedures.
- **Managing remote data.** This new section in Chapter 5A provides information on how to manage remote data effectively. Organizations must consider and address specific functional, technological, and environmental factors that do not necessarily come into play in the data center.

If you have comments, questions, or would like information on an additional Sheshunoff product, please call 1-800-456-2340.