

## Finance Section

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### Position: **Finance Section Chief**

**Position Responsibility:** Manage and coordinate all Finance Section personnel and functions.

**Duty—Checklist:**

- ◆ Check in at campus EOC and obtain briefing from EOC Director.
- ◆ Activate and brief Finance Section personnel.
- ◆ Participate in preparation of action plans.
- ◆ Execute the action plan(s).
- ◆ Initiate a record-keeping system for all expenditures.
- ◆ Collect cost estimates of damage to facilities; obtain photographs, videotape, etc.
- ◆ Coordinate with campus departments for security of records in the event of campus evacuation or closure.
- ◆ Make provisions for security and availability of on-campus funds.
- ◆ Coordinate with appropriate personnel on procedures for handling emergency expenditures.
- ◆ Ensure that all services utilizing private vendors or contractors are documented utilizing accurate records of equipment and personnel time.
- ◆ Provide EOC Director with input on cost-related information.
- ◆ Develop periodic disaster/event-related cost reports.
- ◆ Ensure that all time and cost records are kept current and are posted in a timely manner.

- ◆ Keep logs of records of calls, assignments and actions.
- ◆ Secure operations and forward necessary messages, reports and logs to the EOC Director.
- ◆ Participate/coordinate after-action recovery plan.

Position: **Records**

**Position Responsibility:** The Records function is responsible for keeping accurate records of time expended by personnel.

**Duty—Checklist:**

- ◆ Check in at campus EOC.
- ◆ Report to the Finance Section Chief.
- ◆ Activate records function to track time expended by personnel.
- ◆ Brief Finance Section Chief.

Position: **Expenditures**

**Position Responsibility:** The Expenditures function is responsible for making purchases, tracking expenditures and preparing expenditure reports to local, state and federal authorities.

**Duty—Checklist:**

- ◆ Check in at campus EOC
- ◆ Report to Finance Section Chief.
- ◆ Activate expenditure functions.
- ◆ Brief Finance Section Chief.

Position: **Records Security**

The purpose of Records Security is to ensure that all vital records are maintained safely and securely from the effects of disasters or emergencies. The security of records is deemed important in order for the University to both meet its legal and ethical obligations following a disaster/emergency and to resume operations at the earliest appropriate time.

*Categorization of Vital Records (or Documents)*

Vital records (or documents) are described in two categories:

◆ First-Class Records (or Documents)

Those that are both irreplaceable, because they have not or cannot be duplicated in acceptable form, and are vital to carrying on the normal business of the University. That is, these records cannot conceivably be reconstructed if lost, stolen or destroyed. The types of duplicated records that comprise this group include:

- Those that are essential to the protection of the rights of persons.
- Payroll documents.
- Students' academic records, including grades, transcripts, class records.
- Employee service records; i.e., personnel records.
- Records essential to the protection of the rights of the University or to the execution of its obligations, such as:
  1. Physical Plan specifications, "As-Builts," and drawings.
  2. Deeds.
  3. Current contracts.

◆ Second-Class Records (or Documents) include:

- Documents (and their copies) which, had they not been reproduced, would have been appropriately

classified as “first-class” records.

- Those unduplicated records that would require much time or expense to reconstruct (but which are not vital to carrying on the normal business of the University).
- Those records of intense historical interest that are maintained as part of the University archives, and that are typically irreplaceable because no duplicate copy exists because of their large volume or speculative criticality to the ability of the University to carry on its normal business.

### *General Priorities*

While the preservation of vital records is extremely important, it is recognized that, during the course of a disaster/emergency, the preservation of human health and safety shall have a higher priority. Because of this, the most critically important efforts are those that can be taken prior to a disaster/emergency to reduce the risk that vital records, which might be left unattended, are lost or destroyed. The planning initiatives for these efforts should attempt to permit employees to be able to devote their energies to higher-priority activities at the onset of a disaster/emergency.

- ◆ The mission of the University takes precedence over the recovery of documents after a disaster.
  - The mission of the University, more formally defined in other documents, is to offer educational opportunities to students, not to maintain archives. The University’s primary mission shall have a higher priority than the recovery of vital documents after a potential disaster that only might occur at some future point in time.

### Position: **Records Security**

**Position Responsibility:** Records Security is the operational responsibility of University Computing Services and Telecommunications. The Records Security Unit is responsible for maintaining security over University vital

records and recovery of vital records to ensure continuity in campus functions.

**Duty—Checklist:**

- ◆ Check in with EOC Finance Section.
- ◆ Activate disaster recovery plan for vital records.
- ◆ Establish communications with off-site records security locations.
- ◆ Initiate call-back procedures for essential records personnel.
- ◆ Brief Finance Section Chief on vital records status.