

Module 7: Recordkeeping 3Ts and Recordkeeping

3Ts Recordkeeping

Finally, it is important to keep an ongoing record of partners, team contacts, testing efforts, remediation efforts, public outreach, and communication activities. Keep copies of past communication materials and dates they were sent out. It is imperative to be able to prove steps were taken to inform the public on lead issues. Strong recordkeeping can also prove to be helpful in illustrating what steps you have taken to notify the public of testing efforts and results.



Furthermore, recordkeeping is important for the “Taking Action” portion of the program—by documenting their outreach and the public’s response, you can learn how to improve upon their public communication plan. For example, it might be helpful to keep a running log of questions received from the community that could be addressed in future communications. As mentioned previously, you could create a separate email address for the lead program so that questions are sent to a single point of contact.

Recordkeeping Tips

The following recordkeeping tips should be considered throughout your 3Ts program:

- Ensure that communications with partners are documented and kept in a centrally accessible repository, either online or at the facility.
- Identify and record contact information for partners from various groups and organizations.
- Document your 3Ts Program contacts and how your team will accomplish the goals set out in your 3Ts Program.
- Record sample information so that you can track and manage water quality year-over-year.
- Record remediation efforts, schedules for upkeep and maintenance, and partners and contacts that assisted in your efforts.
- Record schedules for upkeep and maintenance and set calendar reminders to help you keep on schedule.

