



Module 7: Recordkeeping

Keep Records

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.

[See the 3Ts Toolkit for recordkeeping templates and customizable forms.](#)



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