



## EMERGENCY PREPAREDNESS **TRAINING** FOR STATE AND LOCAL GOVERNMENTS

NEW ONLINE TRAINING COURSE

**FREE!**

# Introduction to Records and Information Management

**Why take this course?** Sound records and information management practices are fundamental to the efficient and economical operations of any government agency. When disasters strike, state and local governments with effective records and information management programs are more likely to be able to access essential records and re-establish critical business operations quickly.

**What is covered in this course?** This course explains the basic concepts and processes of records and information management (RIM), including:

- Why records and information management is so important
- Who is responsible for records and information management
- What are the key tools and processes used in records and information management
- How does records and information management support disaster preparedness and continuity of operations

**Who should take this course?** State, local, territorial, and tribal government employees who are responsible for creating and maintaining records of any kind and in any format, both paper and electronic:

- City and county clerks
- COOP and emergency preparedness personnel
- Recorders
- Information technology staff
- Administrators

**How does this course fit into IPER training for emergency preparedness?** The Introduction to Records and Information Management is a suggested prerequisite for the two main IPER courses on **Essential Records** and **Records Emergency Preparedness and Response** available in 2010. You'll find more information about these other IPER courses on the back of this sheet.

**Now available free of charge!**

## Introduction to Records and Information Management

- 90-minute narrated presentation
- Available online
- Take it anytime, at your own pace
- Includes links to resources and assistance in your own state or territory

Find the course at [www.StateArchivists.org/iper/RIM](http://www.StateArchivists.org/iper/RIM)





# About the IPER Project Training Program

The **Intergovernmental Preparedness for Essential Records (IPER)** project, supported by \$2.6 million from the Federal Emergency Management Agency (FEMA), is developing and delivering training to state and local governments designed to prepare them to protect records before, during, and after disasters and other emergencies. A special focus of this training will be on those records that are **essential for the resumption of government operations** after a disaster. These essential records are a critical part of **continuity of operations (COOP)** planning. The IPER curriculum is based on existing National Archives training, but incorporates many adaptations that address specific procedures and needs in state and local governments.

Instructional teams in each state and territory are developing enhancements to provide specific guidance about regulations and support services available within their states or territories. These will be made available through the online **IPER Resource Center** that will support all of the courses. It will allow students and other users to locate regulations, guidance, and assistance that is applicable in specific states or territories.

The two main IPER courses will each total 6 hours in length. The webinar versions will be offered in 90-minute segments once per week for four weeks. Assignments to be completed between segments will allow participants to apply what they learn directly to their work.

## To learn more

### Contact the IPER staff:

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### Visit the IPER website:

[www.StateArchivists.org/iper/](http://www.StateArchivists.org/iper/)

**Introduction to Records and Information Management** (available online). This 90-minute self-directed course will

- provide a basic foundation for those unfamiliar with basic records management procedures before enrolling in the two main IPER courses, described below;
- familiarize participants with basic terminology and prepare them to distinguish records from non-records;
- identify maintenance strategies related to electronic records and special media; and
- demonstrate that sound records management procedures for records creation and maintenance are critical for ensuring that records survive disasters.

## COURSES AVAILABLE IN 2010

**Essential Records** (offered initially as an instructor-led webinar and later as a self-directed module via CD or online). This 6-hour course will prepare participants to

- identify an agency's essential records;
- analyze and prioritize records, assessing specific risks and identifying protection strategies;
- specify time frames for essential records availability in emergencies
- develop procedures to ensure access to and security of essential records;
- outline an essential records plan for inclusion in COOP;
- become familiar with federal, state, and local COOP regulations and procedures.

**Records Emergency Planning and Response** (offered initially as an instructor-led webinar and later as a self-directed module via CD or online). This 6-hour course will prepare participants to

- understand the benefits of records emergency planning;
- relate records emergency planning to COOP plans and procedures;
- plan, develop, analyze, test a records emergency action plan;
- assess the damage to records after an emergency and implement a response; and
- identify federal, state, and local resources and the availability of intergovernmental personnel and support to assist when a disaster occurs.

## About the Council of State Archivists

[www.StateArchivists.org](http://www.StateArchivists.org)



The Council of State Archivists (CoSA) is a national organization of the directors of the principal archival agencies in each state and territorial government. Working collectively through their membership in CoSA, the State Archivists encourage cooperation and promulgation of best practices, define and communicate archival and records concerns at a national level, and work with other organizations to ensure that the nation's documentary heritage is preserved and accessible.

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