IPER

INTERGOVERNMENTAL PREPAREDNESS FOR ESSENTIAL RECORDS

Records-related emergency training for state and local governments

CoSA
Council of State Archivists

FEMA

What is IPER?

INTERGOVERNMENTAL PREPAREDNESS FOR ESSENTIAL RECORDS

IPER

Who is conducting IPER?

PRINCIPAL PARTNERS

Council of State Archivists

Federal Emergency Management Agency

National Archives and Records Administration

Who is conducting IPER?

OTHER PARTNERS

- RMA International

- nternational City/County Management Assn

- nternational Institute of Municipal Clerks

- ational Association of Counties /

  National Assn of County Recorders and Clerks

- ational Association of Government Archives and

  Records Administrators

- ational Assn of Public Health Statistics and Information Systems

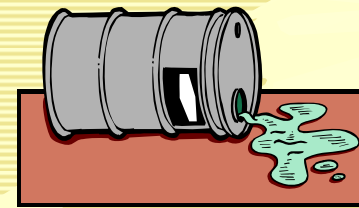# Why do we need IPER?

Because disasters happen

Potential Hazards

Local Emergencies

Human Caused

Natural Hazards

Terrorism

Why do we need IPER?
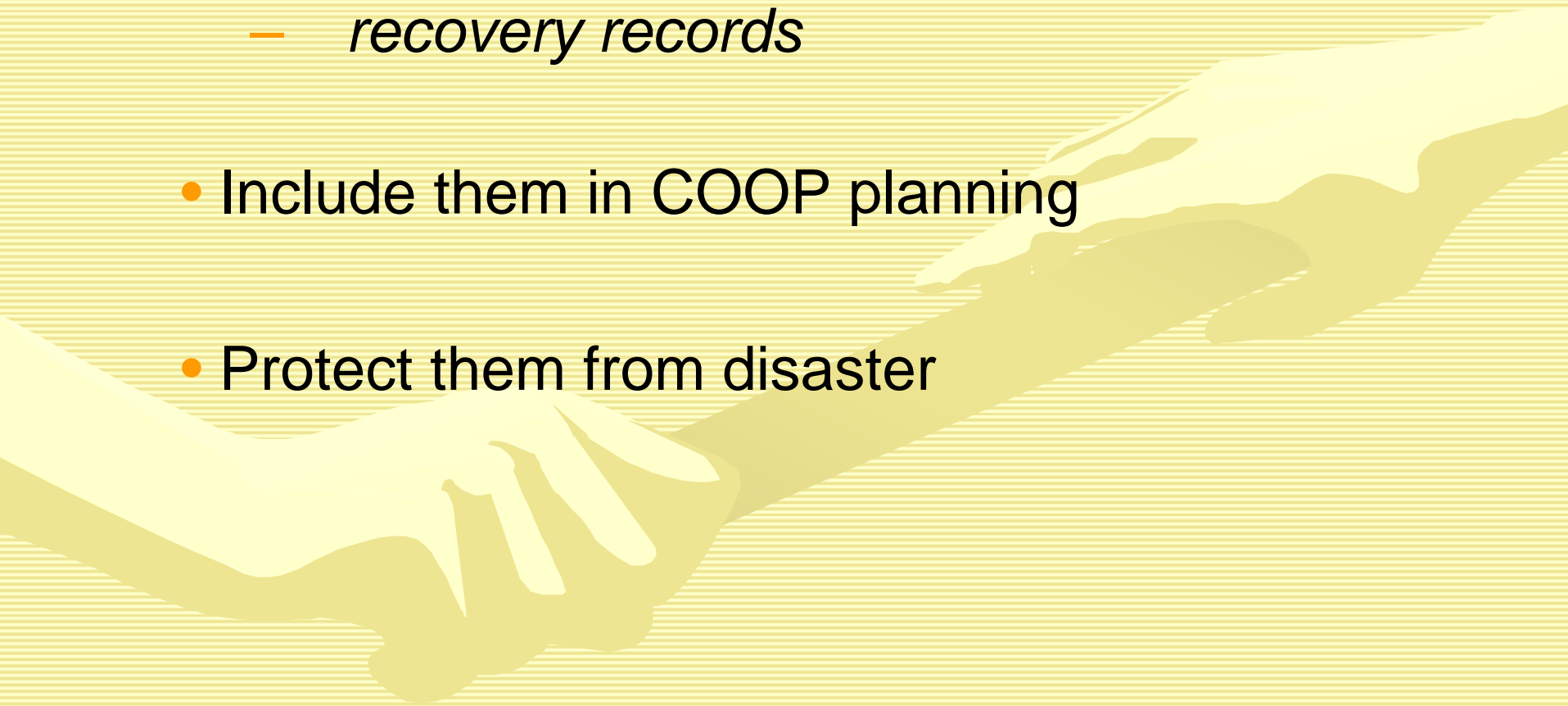## Because records matter to our response

Why do we need IPER?
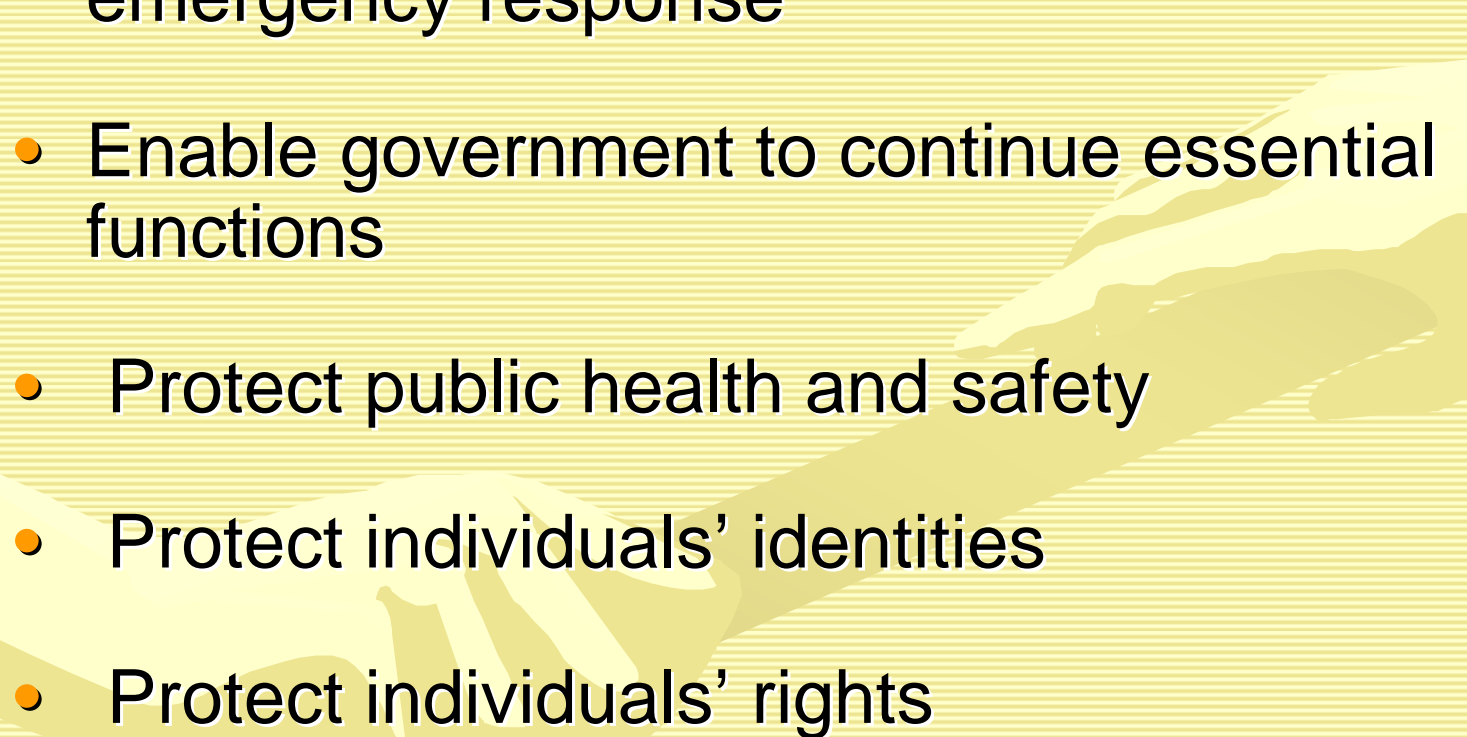
Because records matter to our citizens

IPER will train officials to

- Identify essential records
  - *response records*
  - *recovery records*

- Include them in COOP planning

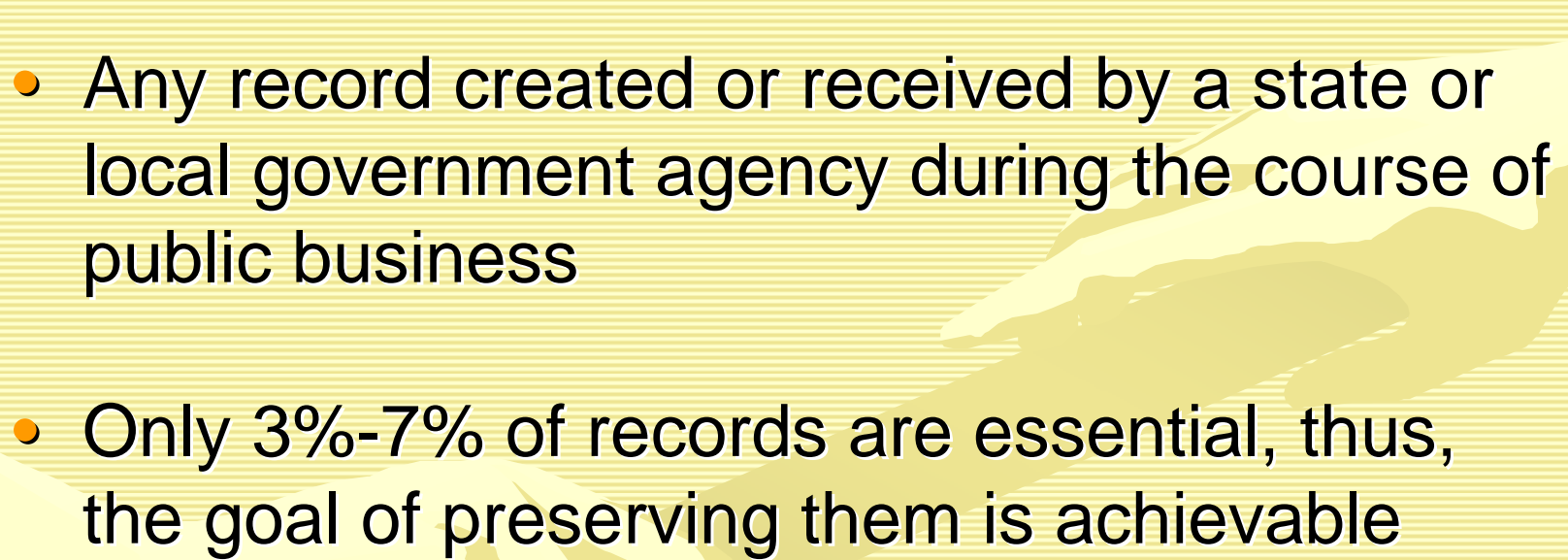- Protect them from disaster

What Are Essential Records?

- Provide information necessary to conduct emergency response

- Enable government to continue essential functions

- Protect public health and safety

- Protect individuals' identities

- Protect individuals' rights

Why Protect Essential Records?

- **Minimize disruption of operations after a disaster**

- **Rapidly restore government services**

- **Reduce economic impact of disaster**

- **Across levels of government**
  - Federal – state – local partnerships
- **Across state lines**
  - Mutual aid through EMAC
  - Regional cooperation & planning
- **Across agencies within a state**
  - Archives and records management
  - Emergency management
  - Information technology

What Are Essential Records?

- Variety of media

- Any record created or received by a state or local government agency during the course of public business

- Only 3%-7% of records are essential, thus, the goal of preserving them is achievable

Examples of Essential Records

Rule Of Law

- Legislative records
- Court records
- Police records
- Prisons records

Accountability

- Accounting records
- Tax records
- Customs records
- Electoral registers
- Policy files
- Case files

Examples of Essential Records

Management Of State Resources

- Policy files
- Personnel records
- Payroll records
- Procurement records
- Property registers

Protection Of Entitlements

- Pension records
- Social security records
- Land registration records
- Birth/death records

Examples of Essential Records

Services For Citizens

- Health records
- Educational records
- Military records

Foreign Relations & International Obligations

- Treaties
- Correspondence with national and international bodies
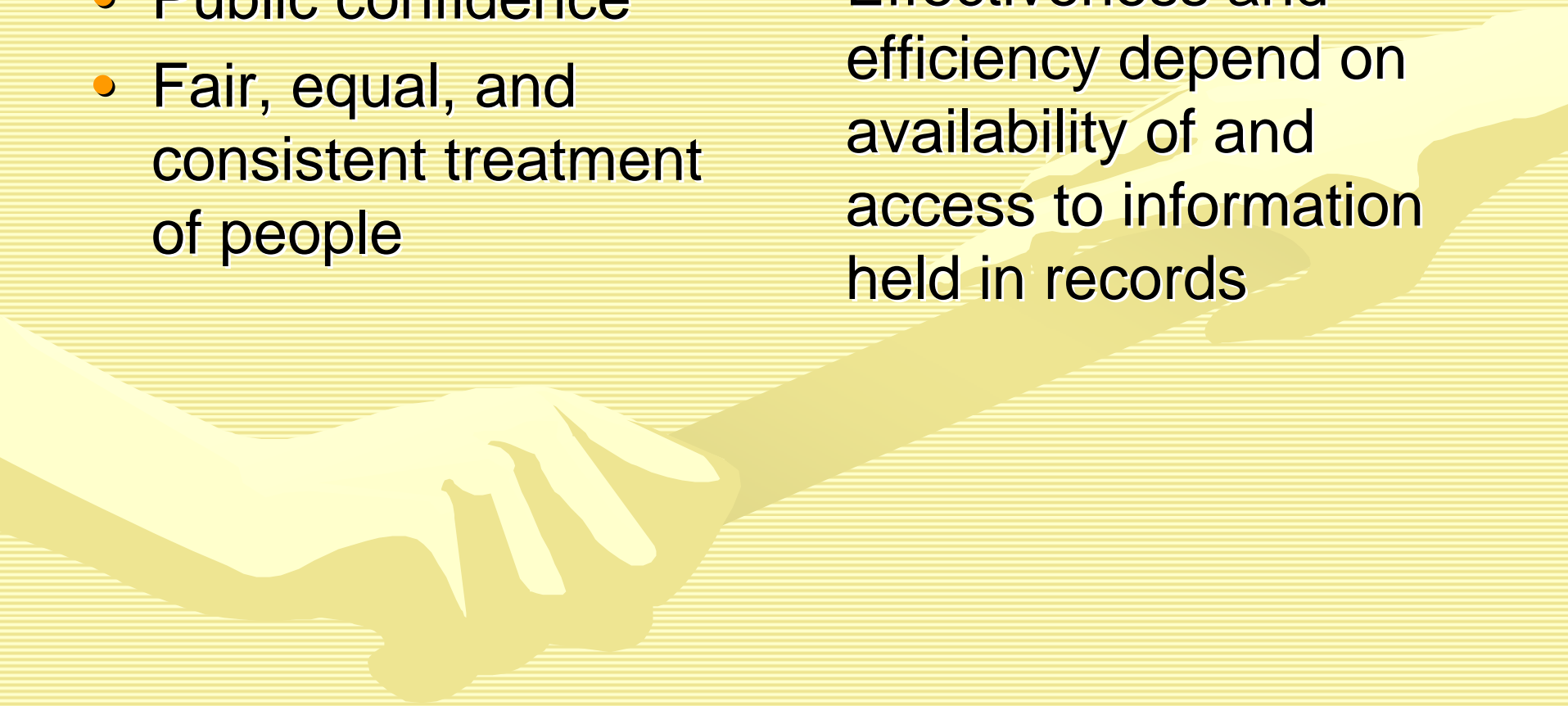- Loan agreements

Why Protect Essential Records?

Accountability

- Public confidence
- Fair, equal, and consistent treatment of people

Quality Performance

- Effectiveness and efficiency depend on availability of and access to information held in records

Why do we need IPER?

Because disasters happen

Where are we?

IPER Summit
Atlanta, July 21-22, 2008
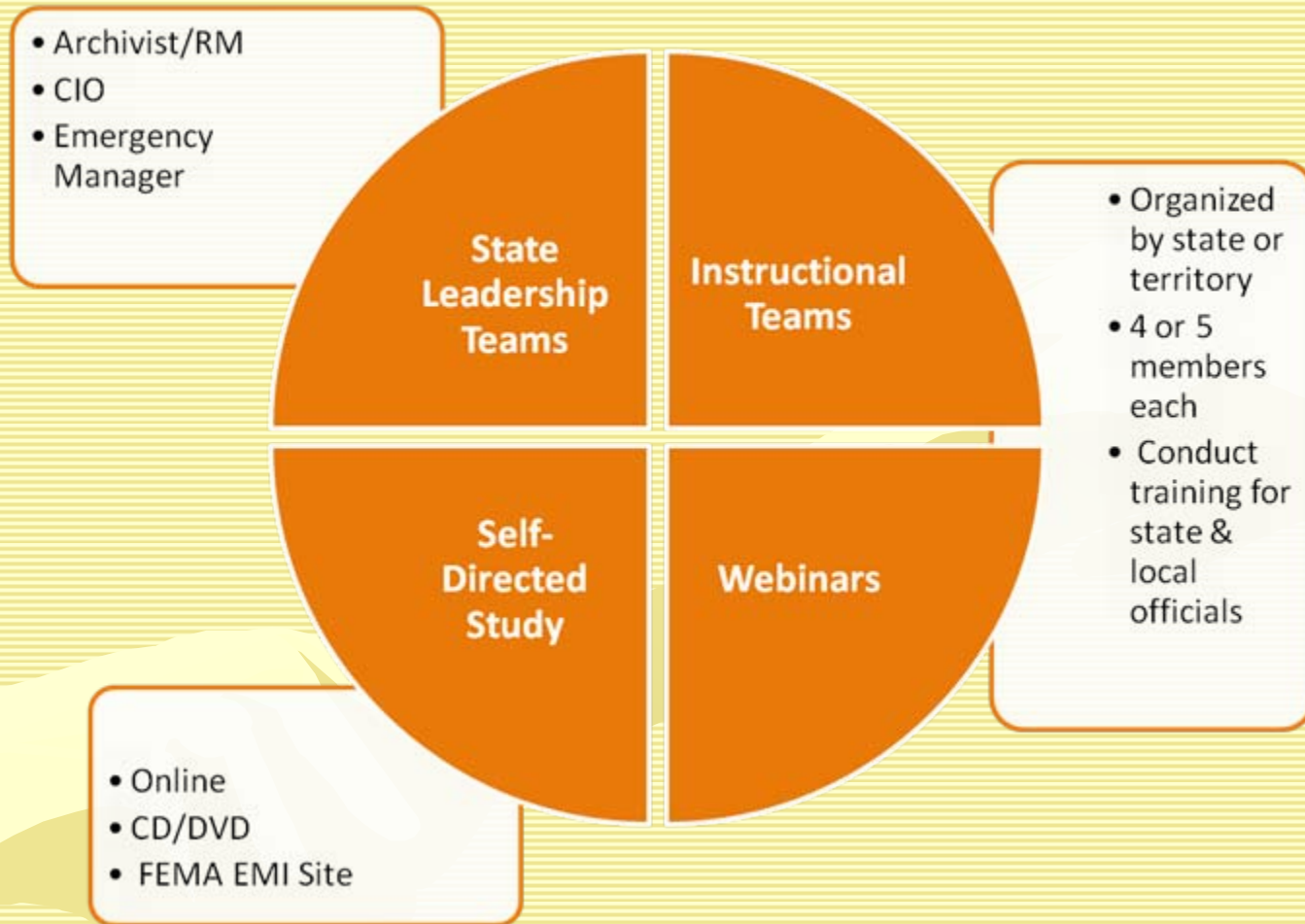
Participants:

- Leadership Teams from the states & territories
  - State archivists/records managers
  - State CIOs
  - State emergency managers
- Partners from FEMA, NARA, state & local government assns, preservation consortia

Goals:

- Strengthen ties among archives and records management, information technology, emergency management
- Achieve buy-in from senior state officials
- Gain deeper understanding of priorities and needs, especially in other two disciplines, so courses incorporate them appropriately
- Lay groundwork for development of promotion plans and state-specific resource centers

How will IPER work?

- Archivist/RM
- CIO
- Emergency Manager

State Leadership Teams

Instructional Teams

- Organized by state or territory
- 4 or 5 members each
- Conduct training for state & local officials

Self-Directed Study

Webinars

- Online
- CD/DVD
- FEMA EMI Site

Training to be offered

Introduction to Records Management

- Optional prerequisite, approximately 1 hour in length

- Offered solely as a self-directed course (via the Web or on CD)
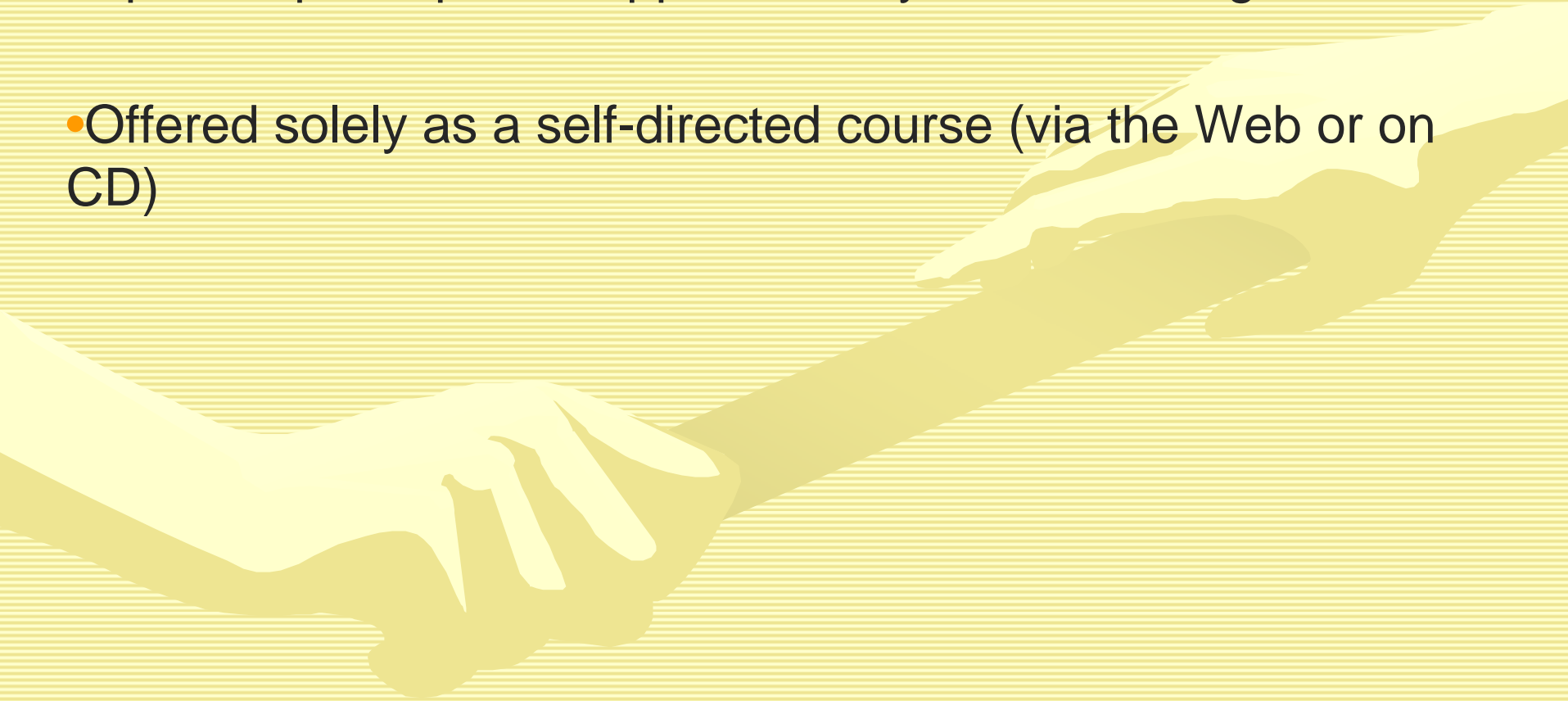
Training to be offered

Two core courses:

Essential Records

Records Emergency Planning and Response

Methods and intended outcomes:

- **Based on existing courses** developed by NARA for federal employees, but adapted for state and local governments

- Delivery methods are **designed to maximize accessibility** to training for those who have no money or time to travel

- Students will be encouraged to use **records from their own agencies** for homework exercises

- By conclusion of courses, students will have produced an **essential records plan** and a Records Emergency Action Plan (REAP) that will be evaluated by the instructors

Training to be offered

Two core courses:

Essential Records

Records Emergency Planning and Response

Offered three ways:

Instructor-led webinars
- 90-minute sessions, once a week for 3-4 weeks
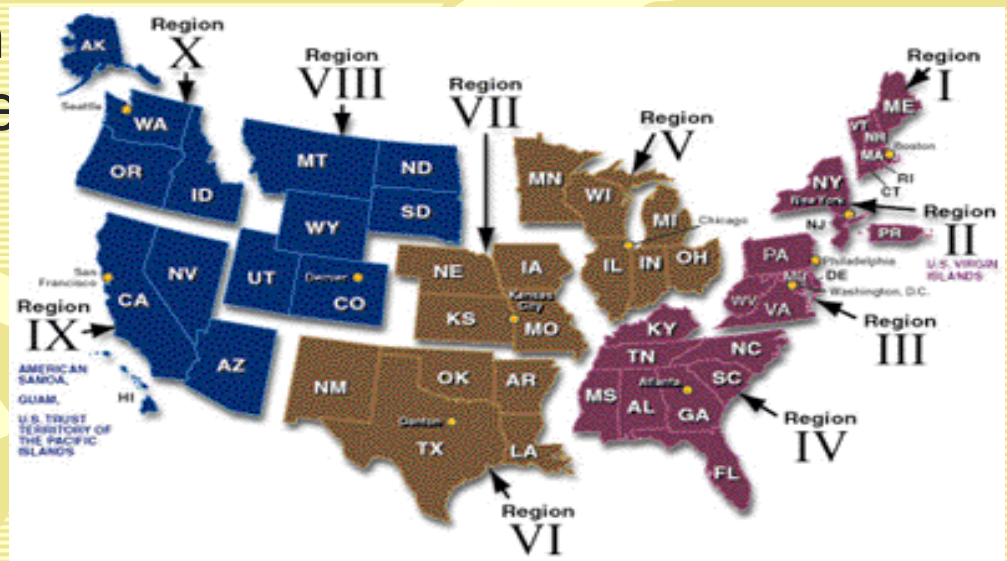
Self-directed, self-paced training
- via the Web
- on CD

Training to be offered

Train-the-trainer Institutes

- One in each of the ten FEMA regions.
- Instructional teams of four or five from each state and territory will be prepared to lead webinars
- Instruction will focus on education and technique via the Web

Training to be offered

For State Instructional Teams

- "Train-the-Trainer" instruction will familiarize them with the content and delivery mechanisms of the webinars.
- One "Train-the-Trainer" institute to be held in each of ten FEMA regions

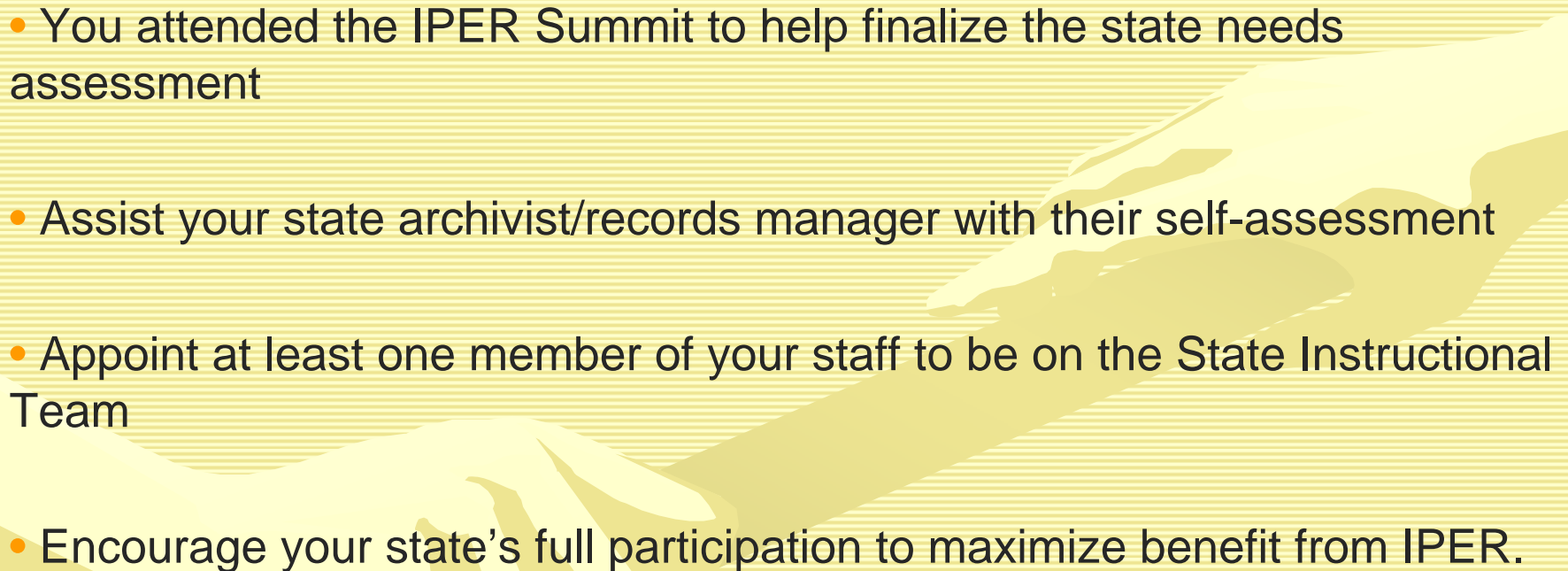**Webinars (Instructor-led online courses)**

- Essential Records
- Records Emergency Planning and Response

Self-Directed Study (CD/Online)

- Introduction to Records Management
- The two webinars will also be made available as self-directed modules
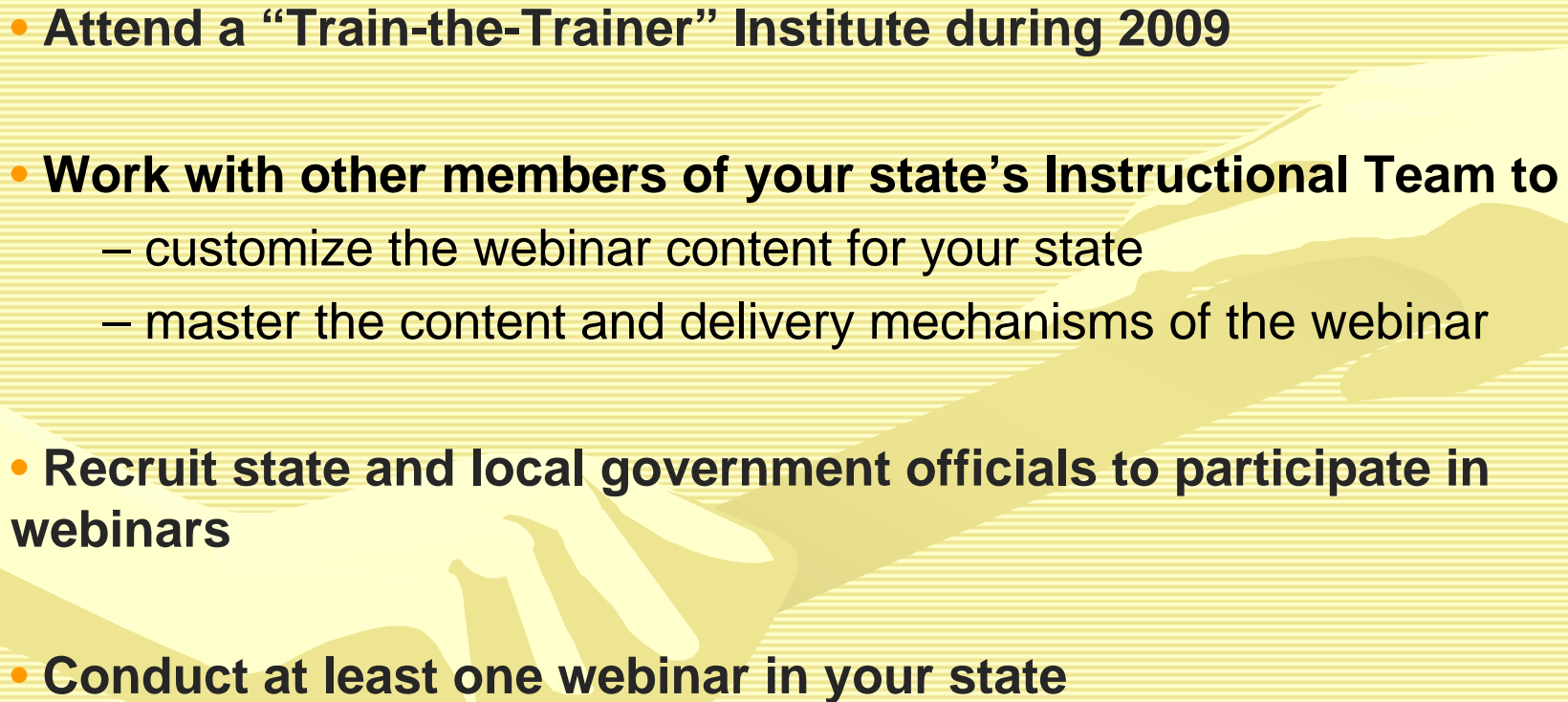
What is your role?

If you are a member of a State Leadership Team:

- You attended the IPER Summit to help finalize the state needs assessment

- Assist your state archivist/records manager with their self-assessment

- Appoint at least one member of your staff to be on the State Instructional Team

- Encourage your state's full participation to maximize benefit from IPER.

What is your role?

If you are a member of a State Instructional Team:

• **Attend a "Train-the-Trainer" Institute during 2009**

• **Work with other members of your state's Instructional Team to**
  – customize the webinar content for your state
  – master the content and delivery mechanisms of the webinar

• **Recruit state and local government officials to participate in webinars**

• **Conduct at least one webinar in your state**

What is your role?

If you are a state or local government official:

- Participate in a webinar offered by your State Instructional Team

- Take advantage of the self-directed web-based or CD-based instruction available through IPER and FEMA
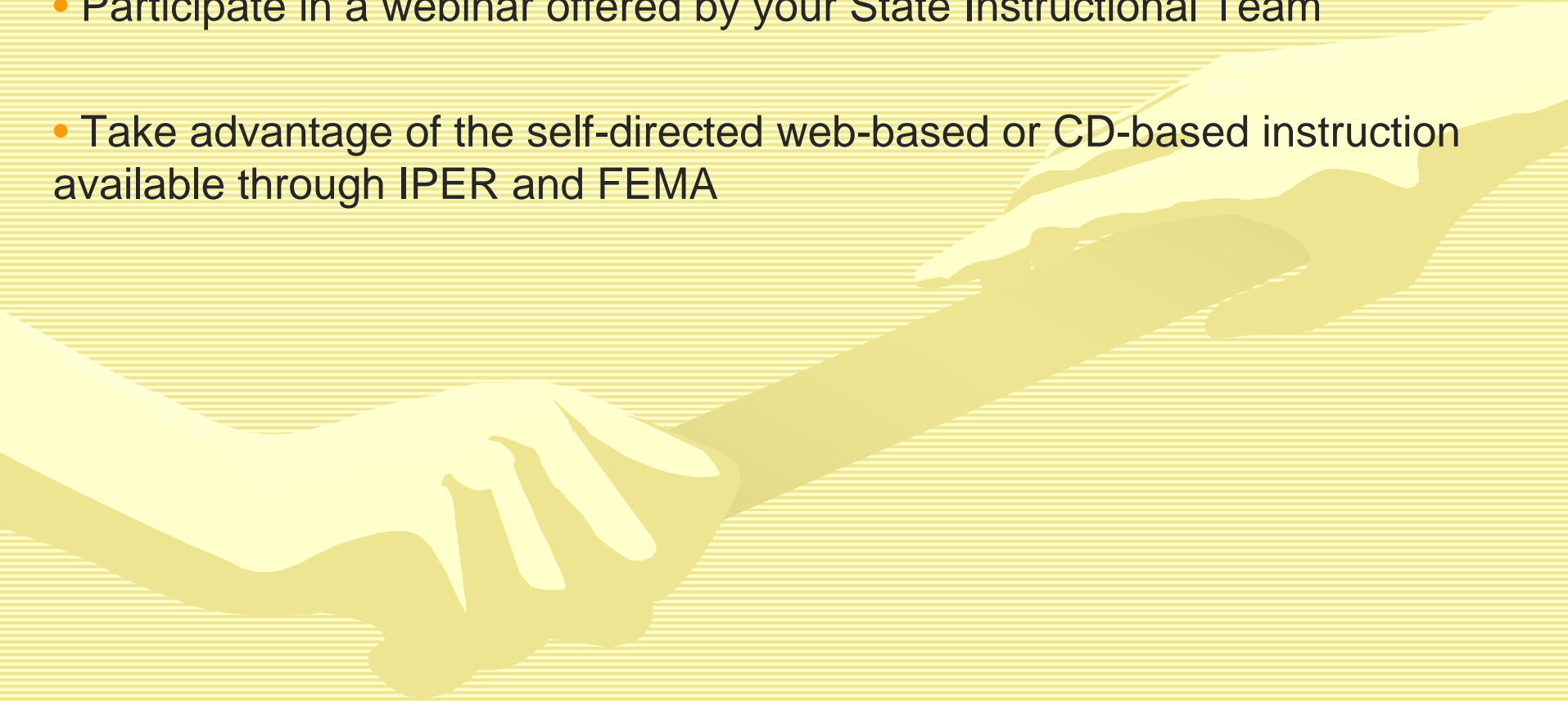
What is your role?

If you are an archivist/records manager not directly involved with IPER:

• Urge your state and local officials to participate in a webinar offered by your State Instructional Team

• Take advantage of the self-directed instruction as it becomes available through IPER
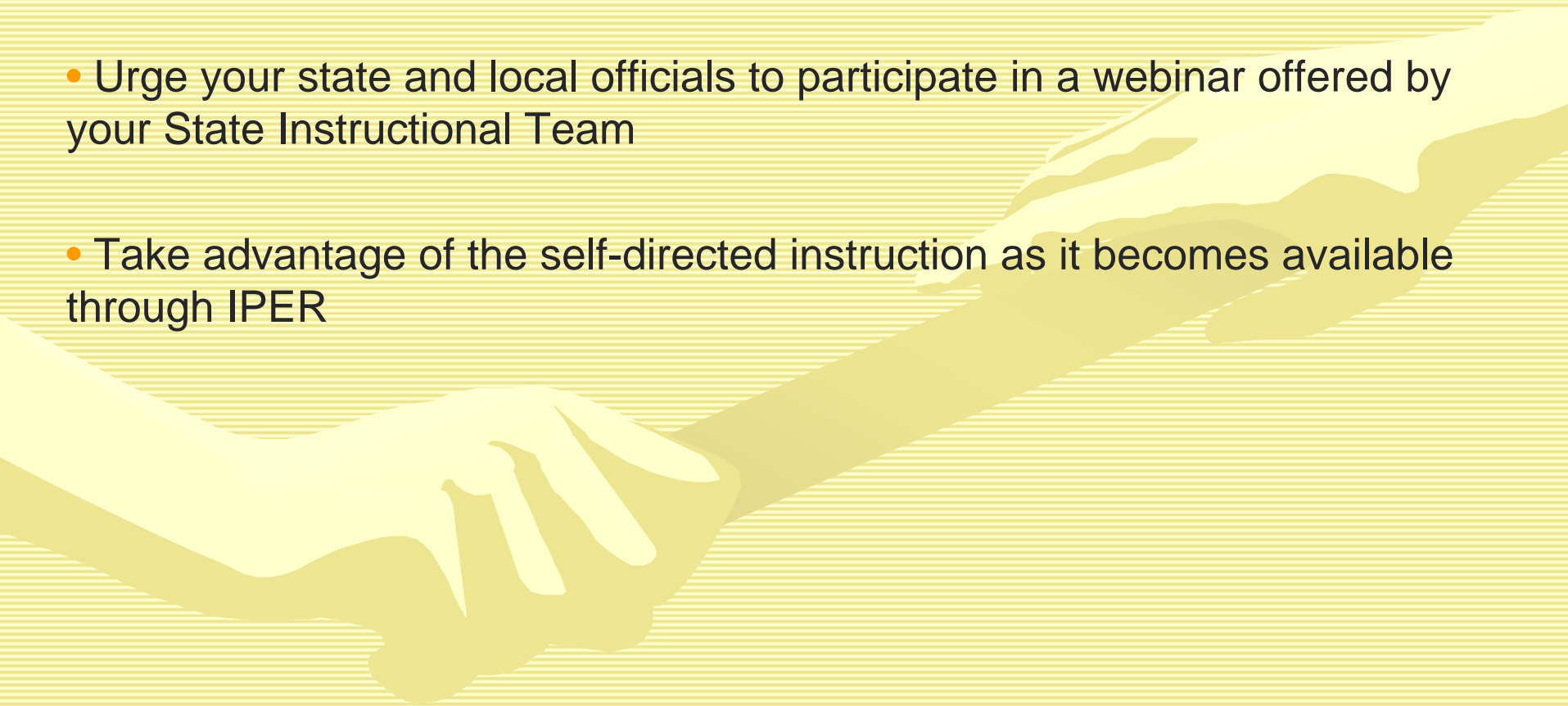
COMMUNICATIONS AND RESOURCE CENTER

National Team

- Design and deliver web-based Communications and Resource Center
- Provide links to articles, web sites, and other resources and tools of national interest

State/Territorial Instructional Teams

- Provide links to materials or topics of particular interest within the state or territory

IPER
INTERGOVERNMENTAL PREPAREDNESS FOR ESSENTIAL RECORDS
Records-related emergency training for state and local governments

Julie Framingham, IPER Project Manager

c/o The Georgia Archives
5800 Jonesboro Rd
Morrow, GA 30260
678-215-6333
jframingham@statearchivists.org

IPER

INTERGOVERNMENTAL PREPAREDNESS FOR ESSENTIAL RECORDS
Records-related emergency training for state and local governments

Verna Edwards, Curriculum Coordinator

c/o The Georgia Archives
5800 Jonesboro Rd
Morrow, GA 30260
678-364-3881
vedwards@statearchivists.org

Joan Griggs, Education Consultant
Linda Ross, C^2 Technologies

KEY PEOPLE

Vicki Walch, CoSA Executive Director

Council of State Archivists
308 East Burlington Street, #189
Iowa City, IA 52240
vwalch@statearchivists.org

IPER

INTERGOVERNMENTAL PREPAREDNESS FOR ESSENTIAL RECORDS
Records-related emergency training for state and local governments

Jenifer Burlis-Freilich, CoSA Program Officer

Council of State Archivists
130 Forest Hill Ave.
Jefferson City, MO 65109
573-635-2787
jbfreilich@statearchivists.org

IPER

INTERGOVERNMENTAL PREPAREDNESS FOR ESSENTIAL RECORDS
Records-related emergency training for state and local governments

Advisory Board Members

- Susan McKinney, ARMA
- Albert Roder, ICMA
- Tracey Covert, IIMC
- Charles Hardester, NAPHSIS
- Diana Bradrick, NACo/NACRC
- Mary Beth Herkert, NAGARA
- Jay Dardenne, NASS
- Doug Robinson, NASCIO
- Charley English, NEMA
- David Henry, NGA
- James Weed, Sr., NLC
- Howard Lowell, NARA
- Rex Wamsley, FEMA