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POCKET RESPONSE PLAN (**PR**eP)[™]

envelopes, made from protective Tyvek[™]
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management programs and SHRABs)

Here's how to create a Pocket Response Plan (PReP)[™] for your agency:

- Step 1. Download the free template for the Pocket Response Plan (PReP)[™] from the CoSA website at <http://www.StateArchivists.org/prepare>
- Step 2. Customize the information included in the PReP[™] for your own repository.
- Step 2. Trim and fold the PReP[™] to credit-card size using the directions provided on the template.
- Step 3. Insert the folded PReP[™] in a protective Tyvek[™] envelope and carry it in your wallet.

Order your PReP envelopes from the Council of State Archivists.

Go to <http://www.StateArchivists.org/shop/prepare-buy.htm> to order online or to download an order form.



The Council of State Archivists now accepts MasterCard and Visa. Credit card orders may be faxed to 319-354-2526. Checks should be made payable to the "Council of State Archivists" and mailed to 308 E. Burlington Street #189, Iowa City IA 52240. For assistance with this order, call CoSA staff at 319-338-0248 or by email at prepare@statearchivists.org.