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To: IPERnews@statearchivists.org
Subject: IPER news update

IPER News Update March 25, 2009

The IPER Project has accomplished a great deal in a short amount of time, and we have much to report.

When will the first IPER products be available?

The *Introduction to Records and Information Management (RIM)* will be available via the CoSA/IPER website by May-June 2009. This narrated PowerPoint course, that should take about 90 minutes to complete, is designed to provide the basics of records management for those unfamiliar with its principles and vocabulary prior to taking the two main IPER courses, but it should also prove valuable for anyone wanting an overview of RIM.

When will the two main IPER training courses be ready for delivery in the states?

Both courses (*Essential Records* and *Records Emergency Preparedness and Response*) are on track for pilot testing in the summer and fall of 2009. We will ask a few states to participate in the delivery of these pilots, but broad roll-out of the courses cannot begin until the courses have been formally certified by FEMA, a process that we have been warned can take several months after the pilots are complete. We currently expect the courses to be ready for delivery by state Instructional Teams by early 2010.

When will the IPER Train-the-Trainer Institutes be held?

The Train-the-Trainer Institutes cannot be held until the two main courses are certified by FEMA. Look for them to be scheduled in early 2010.

What if our State Instructional Team has too few members or cannot travel because of budget conditions?

Given the current fiscal uncertainties in state governments, we are considering ways to accommodate travel restrictions and staff shortages while still preparing state teams to provide effective training. More information will be provided as our plans are finalized.

What do we need to send in for the IPER Resource Center and when?

If your State Instructional Team has not already submitted information for the *IPER Resource Center*, don't worry. In the next week, IPER staff will send a request to all of the states for specific items that we will need very soon to supplement the *Introduction to Records and Information Management* course. There are only five or six items involved, and they should be relatively easy for you to provide. In most cases, you will simply need to submit links to material you already have online.

Until the *IPER Resource Center* is up and running, we will be using the CoSA *Archives Resource Center (ARC)* as a temporary "holding ground" for the links you submit. See, for instance, the directory of state records schedules at http://statearchivists.org/arc/states/res_sch_genlst.htm. If a link already exists in the *ARC*, you will only have to confirm that we have the correct information.

What else should our state teams be doing?

Please continue to actively raise awareness about the importance of essential records and disaster preparedness. Contact our office and request any brochures, support materials, and "giveaway" items (pens, notepads, bookmarks, etc.) that you need to help you continue to *promote IPER-related activities* within your own state. We'll be glad to send you hard-copy material, or you can check the IPER website (<http://www.statearchivists.org/iper>) to find IPER promotional

materials that you can download and print directly from your computer. If you are attending a conference or other similar event, contact us, and we will provide project banners and other display items to take with you.

What else is going on?

The IPER Advisory Board continues to participate in the IPER project. A status report was provided to Board members in January. Teleconferences using iLinc software have been scheduled and held to facilitate active participation and guidance by Board members.

IPER staff will be presenting a two-hour session during the upcoming International Institute of Municipal Clerks (IIMC) conference in Chicago, May 19-22. Municipal clerks represent one of the core audiences for the IPER training and we welcome this opportunity to broaden their awareness and to encourage them to participate in the IPER training.

David Carmicheal, Vicki Walch, and Jenifer Burlis-Freilich participated in a FEMA-led conference for state continuity managers in Kansas City, March 10-12, which included an hour-long presentation on IPER and a CoSA/IPER information table. Each state was invited to send two COOP representatives from its state emergency agency and a number sent larger delegations. We made many good contacts and will be following up with them as the IPER project continues.

The CoSA Board of Directors also held a briefing for representatives from a broad array of associations for state and local officials in Washington, DC on February 26 that included an update on the IPER project. A number of them have emergency preparedness initiatives of their own underway, so this was a timely discussion.

Have more questions?

The next “Ask IPER” teleconference is on Tuesday, March 31. Please join us! As was true for the first “Ask IPER” conference, we will use a combination of dial-in and online connections. If you have access to a computer during the call, you’ll be able to see the iLinc software in action. This is the tool that we will be using to deliver the two IPER courses via webinar, so we plan to take every opportunity to help potential trainers (like you!) become familiar with it.

You should also feel free to call anyone on the CoSA or IPER staff for individual assistance or advice at any time. As we continue to contact states directly and talk with IPER instructional team members, we hear of changing state budgets and staffing circumstances that are affecting everyone. We are available to discuss how states can continue to participate in the IPER project as individual needs change and evolve within the current economic situation. Call or email us at:

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IPER interest, enthusiasm, and momentum remains undaunted in the face of these state concerns, and that is very good news to report.

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