

Five things your IPER team could be doing now

1. Meet regularly and get to know one another

- Visit one another's offices.
- Discuss what roles you each would play in a disaster that affects essential records.
- Identify characteristics of the records media, storage space, or other factors that could have an impact on response and recovery actions.
- Use COSTEP framework as a basis for your discussions

2. Complete the CoSA Assessment of Emergency Preparedness in the States and Territories (if you have not already done so)

- <http://statearchivists.org/prepare/framework/assessment.htm>
- As you discuss each question and rank your state's preparedness, you'll gain a better understanding of your state's unique strengths and weaknesses

3. Discuss how you will promote IPER in your state.

- Compile a mailing list of potential students
- Identify conferences at which you could speak or distribute information
- Use iLinc to host an information session online?
- Order IPER materials <http://statearchivists.org/iper/promotion.htm> or develop your own and share with the project

4. Learn to use iLinc (and practice, practice, practice!)

- Take the iLinc online tutorials <http://www.ilinc.com/services/training.php>
- Hold a conference call or information session using iLinc. (Contact IPER staff to reserve time.)

5. Gather submissions for the IPER Resource Center (when IPER staff request it).

- The first request was for links to support Intro to Records and Information Management, focused on links to definition of a record (in statutes and/or regulations), records schedules for state and local governments, and guidance on management of electronic records.
- Next request (for links to support two main courses) will come after new Resource Center is up and running, probably October-November 2009

Schedule:

Sept 2009	Intro to Records & Information Management short course available
Dec 2009-Feb 2010	<u>Pilot 1</u> for Essential Records and Records Emergency Planning and Response courses
Mar – April 2010	<u>Pilot 2</u> for both courses (Instructional Team members will observe these pilots as part of their own training)
May – Sept 2010	Train-the-Trainer institutes held in regions
By Aug 2010 (we hope)	FEMA certifies Essential Records course making it possible to begin presenting it
By Oct 2010 (we hope)	FEMA certifies Records Emergency Planning & Response course
Late 2010 / early 2011	Self-directed versions of ER & EPR courses available on CD, online