



IPER

Council of State Archivists

www.statearchivists.org/prepare/iper/

INTERGOVERNMENTAL PREPAREDNESS FOR ESSENTIAL RECORDS

Records-related emergency training for state and local governments

IPER Project: Training to protect state and local government records

The Council of State Archivists (CoSA) is leading the Intergovernmental Preparedness for Essential Records (IPER) project. IPER will develop and deliver training to state and local governments about how to protect records before, during, and after disasters and other emergencies. The three-year project (2008-2010) project is supported by \$2.6 million from the Federal Emergency Management Agency (FEMA). A special focus of this training will be on those records that are **essential for the resumption of government operations**. These essential records are a critical part of **continuity of operations (COOP)** planning and response.

Preparing state-based Instructional Teams through regional institutes

Preparing for emergencies that affect records and recordkeeping systems requires cooperation and coordination among archivists and records managers, chief information officers and technology staff, and emergency and continuity of operations (COOP) managers. Five-person Instructional Teams with representatives from each of these groups, plus local government, will be prepared through train-the-trainer institutes to deliver the IPER training programs.

An IPER institute will be held in each of the ten FEMA regions in order to foster collaborative bonds across state lines and lay the groundwork for mutual aid during future disasters.

IPER courses: content and delivery

The IPER curriculum will be based on existing National Archives training with adaptations designed to address the requirements and circumstances of state and local governments. Each state team will develop enhancements to provide specific guidance on their own regulations and information about support services available to their constituents.

The two main IPER courses will each total six hours in length. The instructor-led webinar versions will be offered in 90-minute segments once per week for four weeks. Assignments to be completed between segments will allow trainees to apply what they are learning directly to their own work. Self-directed versions of both courses will also be available online and on CD.

Essential Records (offered as webinar and as a self-directed module via CD or online).

This 6-hour course will prepare participants to

- identify an organization's critical business needs and functions;
- analyze and prioritize records in the context of an essential records program, assessing specific risks and identifying protection strategies;
- specify time frames for essential records availability and develop procedures to ensure access to and security of essential records;
- outline an essential records plan; and
- understand applicable federal, state, and local COOP regulations and procedures

Records Emergency Planning and Response (offered as webinar and 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, and test a Records Emergency Action Plan (REAP);
- 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.

In addition, IPER is creating a self-directed **Introduction to Records and Information Management** course that will be made available on CD or online. State and local employees who are not familiar with basic records management procedures will benefit from this one-to-two hour overview prior to taking the primary IPER courses. It will familiarize them with basic terminology and prepare them to (1) distinguish records from non-records; (2) identify maintenance strategies related to electronic records and special media; and (3) understand that sound records management procedures for records creation and maintenance are critical for ensuring that records survive disasters.

IPER Communication and Resource Center

The IPER Communication and Resource Center will provide a mechanism for information sharing and discussion that is accessible only to the state-based teams and IPER instructors and staff. In addition, it will have publicly accessible sections to provide state and local government employees nationwide with authoritative advice that supplements what they have learned through the IPER webinars and self-directed training.

IPER project components and timeline

- July 21-22, 2008 **Needs Assessment Summit** in Atlanta, Georgia, for a three-person **Leadership Team** from each state—one representative each from archives and records management, emergency management/COOP, and the chief information officer.
- Aug 2008-
Dec 2009 **Webinar development and pilot testing.** Curriculum adapted for state and local agencies based on needs assessment process. Online delivery system used for 3-4 pilot tests of each module. Instructor and student manuals developed and published.
- States form Instructional Teams** with representatives from archives and records management, information technology, and emergency management/COOP—plus a representative of local government. Teams work throughout the year to lay the groundwork for training in each state and for coordinating mutual aid within each region.
- Jan 2010-
May 2010 **Train-the-Trainer Institutes** held in each FEMA region. IPER funding will support participation by the 5-member **Instructional Team** from each state, territory, and DC.
- Beginning
Feb 2010 After completing the Train-the-Trainer Institute, each state-based **Instructional Team** offers two **instructor-led webinars**: (1) Essential Records and (2) Records Emergency Planning and Response.
- Summer 2010 CDs for the **self-directed modules** distributed. Online versions of the self-directed training available at the same time. State instructional teams promote their use; other organizations—including local government associations—are encouraged to do the same.

IPER Advisory Board

The following organizations will be represented on the IPER Advisory Board:

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| National associations | National Association of Secretaries of State |
| ARMA International | National Assn of State Chief Information Officers |
| International City/County Management Assn | National Emergency Management Association |
| International Institute of Municipal Clerks | National Governors Association |
| National Association of Counties / | National League of Cities |
| National Assn of County Recorders and Clerks | |
| National Association of Government Archives and | Federal Partners |
| Records Administrators | National Archives and Records Administration |
| National Assn of Public Health Statistics and | FEMA National Continuity Programs Directorate |
| Information Systems | |

To learn more about the IPER Project

Visit the IPER project website at <http://www.statearchivists.org/iper>, email iper@statearchivists.org, or call Kim Norman, IPER Program Officer (678-364-3806) or Vicki Walch, CoSA Executive Director (319-338-0248).