

IAPER Curriculum Course Objectives

COURSE: Introduction to Records Management

Course Goals:

- ◆ Explain the importance of good records management and how it relates to emergency preparedness, response, and recovery
- ◆ Explain techniques and protocols that govern the lifecycle of a record, including concepts of adequate and proper documentation, disposition, and retention schedules
- ◆ Discuss electronic records management and several common challenges associated with electronic records management, including records management requirements, life expectancy issues, the use of imaging systems, and proper handling of e-mail records

COURSE: Essential Records (Webinar and Self-guided module)

Course Goal:

- ◆ At the completion of this course participants will be able to establish and administer an essential records program.

Specific Objectives:

- ◆ Distinguish between a record and an essential record
- ◆ Identify an organization's critical business needs and functions
- ◆ Analyze and prioritize records in the context of an essential records program
- ◆ Identify and assess risks to records
- ◆ Identify protection strategies for essential records
- ◆ Specify time frames for essential records availability
- ◆ Develop procedures to ensure access to and security of essential records
- ◆ Identify elements of an effective essential records program and its implementation
- ◆ Outline an essential records plan
- ◆ Identify regulations and resources within particular region/state

COURSE: Records-Related Emergency Planning and Response
(Webinar and Self-guided module)

Course Goal:

- ◆ At the completion of this course, participants will be able to develop and activate a Records Emergency Action Plan in order to protect, mitigate damage to, and recover records in the event of an emergency.

Specific Objectives:

- ◆ Describe 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
- ◆ Identify Federal, State, and local resources and the availability of intergovernmental personnel and support to assist when a disaster occurs