## Powerboard Files

The following Powerboard files are to be prepared and saved in the iLinc library by the IPER Course Manager:

**Table 1: Powerboard Files to be Entered in iLinc**

<table>
<thead>
<tr>
<th>POWERBOARD TITLE/FIERNAME</th>
<th>POWERBOARD CONTENT</th>
</tr>
</thead>
</table>
| **PB 1.1**—Sound check/technical issues | **Can everyone hear us?**  
Please confirm by replying through the iLinc Chat Tool, located in the bottom left section of your screen. Be sure to use the “Public” Tab of the Chat Tool.  

**Are you having any technical issues?**  
If you are having any technical issues, please let us know via the phone or notify us through the “Public” tab of the Chat tool. |
| **PB 1.2**—Session 1 Review | In Session 1, you learned about:  
- The IPER Project  
- Essential records  
- Types of essential records  
- Identifying essential records  
- Essential functions  

**NOTE TO Verna:** This is for the Q&A approach to the session review. (Where the instructor poses a bullet as a question, then records the answer(s) below.) When creating the Powerboard, be sure to leave enough room between the bullets so the instructor can write the correct answers. |
| **PB 2.1**—Session 2 Review | In Session 2, you learned about:  
- Risk management key terms  
- Risk assessment  
  - Categories of risks  
  - Factors to consider when identifying risks  
  - Techniques for identifying risks  
- Risk analysis  
- Prioritizing and documenting risks  

**NOTE TO Verna:** This is for the Q&A approach to the session review. (Where the instructor poses a bullet as a question, then records the answer(s) below.) When creating the Powerboard, be sure to leave enough room between the bullets so the instructor can write the correct answers. |
### Table 1: Powerboard Files to be Entered in iLink, continued

<table>
<thead>
<tr>
<th>POWERBOARD TITLE/Filename</th>
<th>POWERBOARD CONTENT</th>
</tr>
</thead>
</table>
| **PB 3.1—Session 3 Review** | In Session 3, you learned about:  
  • Strategies for handling risk  
  • Preparedness and mitigation measures  
  • Protecting copies of records  
  • Formats for creating copies of essential records  
  • Factors to consider when determining protection measures  

  **NOTE TO VERNIA:** This is for the Q&A approach to the session review. (Where the instructor poses a bullet as a question, then records the answer(s) below.) When creating the Powerboard, be sure to leave enough room between the bullets so the instructor can write the correct answers.  

| **PB 4.1—Course Review** | In the *Essential Records Webinar*, you learned how to:  
  • Identify records that need to be designated as essential  
  • Identify and evaluate risks to essential records  
  • Protect essential records  
  • Ensure continued access to essential records during and after an emergency  
  • Incorporate essential records into a COOP Plan by using the Essential Records Template  

  **NOTE TO VERNIA:** This is for the Q&A approach to the session review. (Where the instructor poses a bullet as a question, then records the answer(s) below.) When creating the Powerboard, be sure to leave enough room between the bullets so the instructor can write the correct answers.  