



EMERGENCY PREPAREDNESS **TRAINING** FOR STATE AND LOCAL GOVERNMENTS

NEW ONLINE TRAINING COURSE

FREE!

Introduction to Records and Information Management

Why take this course? Sound records and information management practices are fundamental to the efficient and economical operations of any government agency. When disasters strike, state and local governments with effective records and information management programs are more likely to be able to access essential records and re-establish critical business operations quickly.

What is covered in this course? This course explains the basic concepts and processes of records and information management (RIM), including:

- Why records and information management is so important
- Who is responsible for records and information management
- What are the key tools and processes used in records and information management
- How does records and information management support disaster preparedness and continuity of operations

Who should take this course? State, local, territorial, and tribal government employees who are responsible for creating and maintaining records of any kind and in any format, both paper and electronic:

- City and county clerks
- COOP and emergency preparedness personnel
- Recorders
- Information technology staff
- Administrators

How does this course fit into IPER training for emergency preparedness? The Introduction to Records and Information Management is a suggested prerequisite for the two main IPER courses on **Essential Records** and **Records Emergency Preparedness and Response** available in 2010. You'll find more information about these other IPER courses on the back of this sheet.

Now available free of charge!

Introduction to Records and Information Management

- 90-minute narrated presentation
- Available online
- Take it anytime, at your own pace
- Includes links to resources and assistance in your own state or territory

Find the course at www.StateArchivists.org/iper/RIM

