

For the Record

Maryland's Records Management Newsletter

Free Disaster Planning Training

Around the state and nationwide, we are all becoming more conscious of disaster preparedness. But one question frequently goes unanswered:

If something were to happen to your agency, what would happen to your records?

In the event of an emergency, once the people and the facility are secured, we have a responsibility to secure our records. To address records as part of your larger disaster planning effort, the Maryland State Archives is presenting Intergovernmental Preparedness for Essential Records (IPER), a free two-day training program.

Dates: April 22 and April 23

Location: North Beach Town Hall
8916 Chesapeake Avenue
North Beach, MD 20714

Sessions:

1) Essential Records - April 22, 9:00 AM - 3:30 PM

This course will prepare participants to -- identify a department's essential records; -- analyze and prioritize records, assessing specific risks and identifying protection strategies; -- specify time frames for essential records availability in emergencies -- develop procedures to ensure access to and security of essential records; -- outline an essential records plan for inclusion in COOP; -- become familiar with federal, state, and local COOP regulations and procedures.

2) Records Emergency Planning & Response - April 23, 9:00 AM - 3:30 PM

This course will prepare participants to -- understand the benefits of records emergency planning; -- relate records emergency planning to COOP plans and procedures; -- plan, develop, analyze, test a records emergency action plan; - - assess the damage to records after an emergency and implement a response; and -- identify federal, state, and local resources and the availability of inter-governmental personnel and support to assist when a disaster occurs.

Prerequisites: Essential Records course

Credit: This course is accredited for continuing education credits by the International Institute of Municipal Clerks.

Registration is required. To register, simply send an email christian.skipper@maryland.gov with the names, titles, and contact information for anyone in your agency that would like to attend the class. We will confirm registration and send a link to participant materials. Also, please email if you would like to be added to the mailing list for future IPER training sessions.

In the market to have your permanent records digitized?

Contact the Maryland State Archives at 410-260-6467 to find out more about the scanning and online access services that we offer.

Questions? Suggestions? Contact Kathryn Baringer at 410-260-6467 or msa.helpdesk@maryland.gov