



What is IPER?

- Records needed to *respond* to disasters
- Records needed to *recover from* disasters

Intergovernmental Preparedness for Essential Records

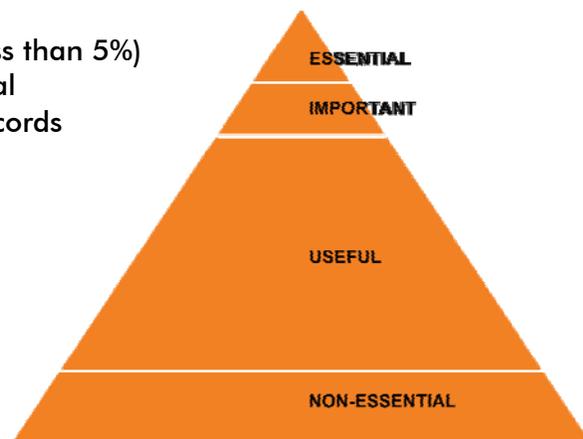
- Identify those records
 - Safeguard them
-
- **Across levels of government**
Federal – state – local partnerships
 - **Across state lines**
Mutual aid through EMAC
Regional cooperation & planning
 - **Across agencies within a state**
Archives and records management
Emergency management
Information technology



Essential Records

<i>Are records that:</i>	<i>Examples include:</i>
Are necessary for emergency response	<ul style="list-style-type: none"> • copy of emergency plan/COOP • infrastructure and utility plans • maps and building plans • emergency contact information
Protect the health, safety, property, and rights of residents	<ul style="list-style-type: none"> • deeds, mortgages, land records • birth and marriage records • medical records • active court proceedings • education & military service records • voting records • professional licenses
Are necessary to resume or continue operations	<ul style="list-style-type: none"> • delegations of authority • contracts & leases • payroll • jail and parole records • insurance records
Would require massive resources to reconstruct	<ul style="list-style-type: none"> • Geographic Information Systems data • tax records
Document the history of communities and families	<ul style="list-style-type: none"> • historical documents • photographs • identity records

- Only a small percentage (typically, less than 5%) of all government records are essential
- As disruption time increases, more records become essential
- "Records" can be paper or electronic





Who is conducting IPER?

PRINCIPAL PARTNERS



Council of State Archivists



FEMA

Federal Emergency
Management Agency



National Archives and
Records Administration

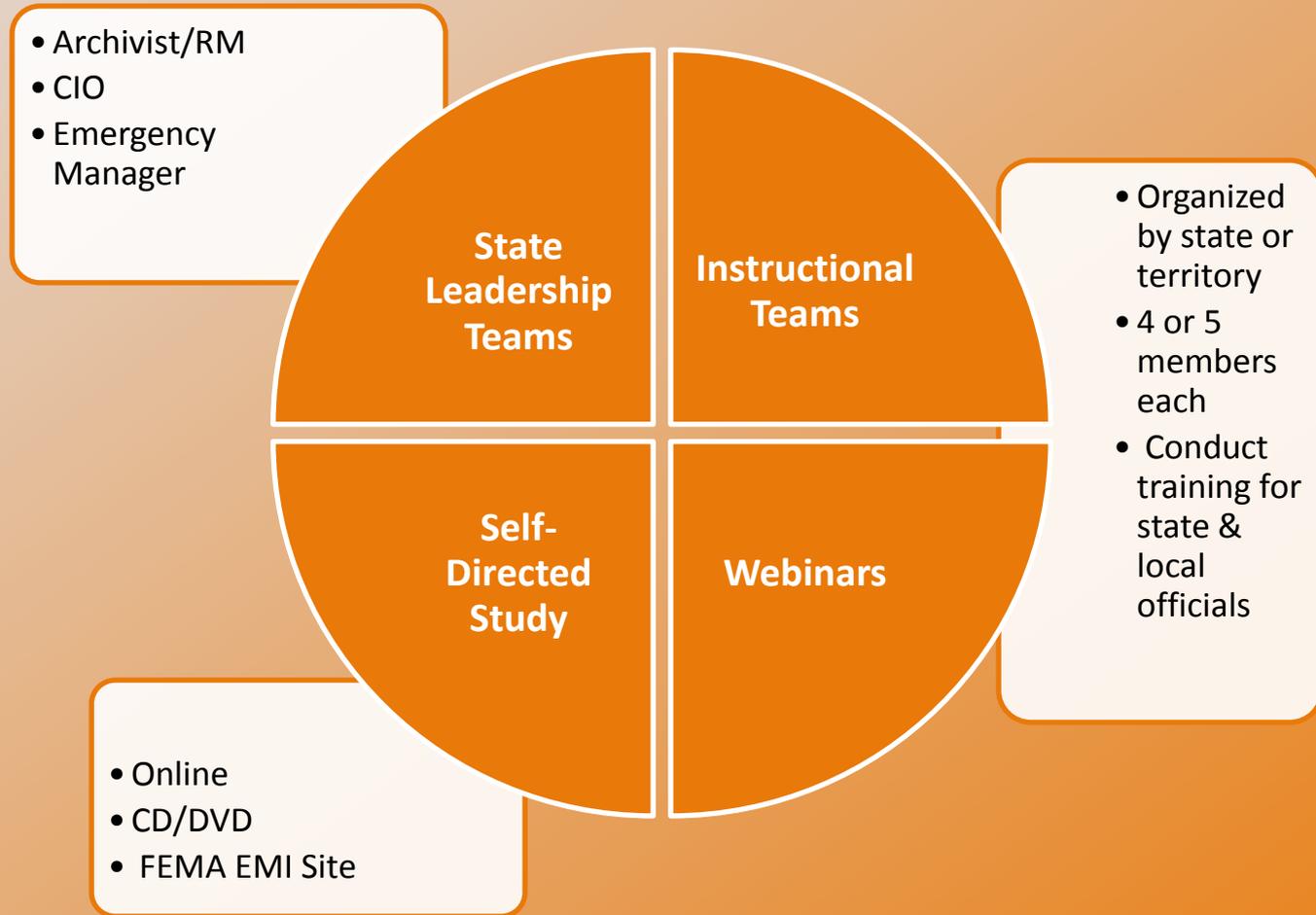


IPER will train officials to

- Identify essential records
 - *response records*
 - *recovery records*
- Include them in COOP plans
- Protect them from disaster



How will IPER work?





Training to be offered

For State Instructional Teams

- “Train-the-Trainer” instruction will familiarize them with the content and delivery mechanisms of the webinars.
- One “Train-the-Trainer” institute to be held in each of ten FEMA regions

Webinars (Instructor-led online courses)

- Essential Records
- Records Emergency Planning and Response

Self-Directed Study (CD/Online)

- Introduction to Records Management
- The two webinars will also be made available as self-directed modules



What is your role?

As a member of a State Leadership Team

- Attend the IPER Summit and help finalize the needs assessment.
- Assist your state archivist/records manager with their self-assessment.
- Help develop your State Instructional Team.
- Encourage your state's full participation to maximize benefit from IPER.



What is your role?

Members of your State Instructional Team

- Attend a “Train-the-Trainer” institute during 2009.
- Work with other members of your state’s Instructional Team to
 - customize the webinar content for your state.
 - master the content and delivery mechanisms of the webinar.
- Recruit state and local government officials to participate in webinars.
- Conduct at least two webinars (one for each course) in your state.



What is your role?

State or local government officials

- Participate in a webinar offered by your State Instructional Team.
- Take advantage of the self-directed web-based or CD-based instruction available through IPER and FEMA.



IPER project: training to protect state and local government records

The Council of State Archivists (CoSA) has received \$2.6 million from the Federal Emergency Management Agency (FEMA) for a three-year project (2008-2010). IPER will develop and deliver training to state and local governments that will prepare them to protect records before, during, and after disasters and other emergencies. 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 records emergencies requires cooperation and coordination among archivists and records managers, emergency and continuity of operations (COOP) managers, and chief information officers and technology staff. 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 project components and timeline

- July 21-22, 2008 **IPER Summit on Essential Records and Emergency Preparedness** in Atlanta, Georgia. IPER funding will support travel for a three-person **Leadership Team** from each state—one high-level representative each from archives and records management, emergency management/COOP, and the chief information officer's staff.
- By August 2008 State archives and records management programs complete **records-related emergency preparedness assessment**, a follow-up to an assessment completed by the state archives and records management programs in 2006.
- Aug 2008-
July 2009 **Webinar development and pilot testing.** Curriculum adapted for state and local agencies based on evaluation and 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* that work together throughout the year to lay the groundwork for training in each state and for coordinating mutual aid within each region. See FAQs for a preliminary list of activities; others may be added as a result of discussions at the IPER Summit in July.
- Aug 2009-
May 2010 Ten **Train-the-Trainer Institutes** held, one in each FEMA region. IPER funding will support participation by a 5-member **Instructional Team*** from each state, territory, and DC.
- Beginning
Sept 2009 Each state-based Instructional Team offers the two **instructor-led webinars**—(1) Essential Records and (2) Records Emergency Planning and Response—after they complete the Train-the-Trainer Institutes. The expectation is that each state team will provide at least one of each webinar, but they are encouraged to do several webinars if possible.
- Spring 2010 CDs for the **self-directed modules** distributed. Online versions of the self-directed training made available at the same time.
- Late fall 2010 States repeat the records-related emergency preparedness **assessment** to measure progress since the beginning of the project and identify areas of continuing concern.

* Additional details about the composition of the Instructional Team team are included in the FAQ section that accompanies this summary.

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 4½-6 hours in length. The webinar versions will be offered in 90-minute segments once per week for three or four weeks. Assignments to be completed between segments will allow trainees to apply what they learn directly to their work.

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

This 4½-6 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;
- 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 4½-6 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 will provide a short self-directed **Introduction to Records Management** course 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.

The ten regional **Train-the-Trainer Institutes** will prepare each state's IPER team to deliver the two instructor-led webinars and to promote the use of self-directed modules. Before attending the institutes, each team will take the two webinars online—led by an expert IPER trainer—and work together to develop content for their state's resource directory. During the Institutes, teams will receive instruction in the delivery of adult education, learn how to use the IPER online training system so they can lead webinars themselves, and develop plans for promoting IPER training among state and local agencies in their states.

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.

Frequently Asked Questions (FAQs) about the IPER Project

When will IPER training be available in our state?

As soon as your state's team is ready to deliver it. They will be prepared in Train-the-Trainer Institutes that will begin in the second half of 2009 with one institute offered in each of the ten FEMA regions throughout the country. We expect to deliver about one institute per month from August 2009 through May 2010. No dates have been set for any of the institutes, but each will be scheduled to avoid times that are especially busy for emergency responders in specific regions, such as hurricane season in the South Atlantic or fire season in the West. All state teams should be prepared by spring 2010. IPER staff will post a master calendar of all institutes and state-based training opportunities as soon as they are scheduled.

Who should be assigned to our state's IPER Instructional Team?

Each **IPER Instructional Team** should include four-to-five individuals drawn from the same functional areas as the IPER Summit attendees: state archives and records management, information technology, and state emergency management/COOP. However, the teams should be composed of those who will actually be delivering the training in your state. In addition, each team should also include a representative of local government—a municipal clerk, county recorder, or other local officer for whom recordkeeping is a core function.

What activities should the Instructional Teams pursue to lay the groundwork for training?

During the period that follows the IPER Summit in July 2008 and precedes your state team's attendance at one of the Train-the-Trainer Institutes (August 2009–May 2010), the members of each state's Instructional Team will work together to strengthen their own knowledge and skills, establish essential connections, and assemble necessary resources. Activities should include

- (1) regular meetings of the Instructional Team so that all participants come to understand the capabilities and priorities of the agencies involved;
- (2) gathering information and documents for inclusion in each state's section of the IPER Resource Center;
- (3) developing a promotion plan to recruit state and local government employees to the training program;
- (4) cross-training of team members, e.g., archivists and records managers take FEMA's online Introduction to Incident Command System course;
- (5) regional meetings and/or conference calls to discuss mutual aid, including accessing the Emergency Management Assistance Compact (EMAC) for records-related response.

How many training programs must our state offer?

The goal of the project is to offer each of the two main courses at least once in every state and territory before the end of the project. We hope that many states will actually offer the courses multiple times and will continue to make them available indefinitely. In addition, you will have the opportunity to promote use of the self-directed courses on CD or the Web.

Will there be any charge for use of the online webinar delivery service?

No, the IPER grant will pay for the online training system through the end of the project. States that have their own online delivery systems in place are, of course, free to use them instead.

What other costs should we anticipate?

The primary costs to each state in delivering the IPER courses will be in the time contributed by members of the training teams. Expenses to attend the opening IPER Summit and each of the

Train-the-Trainer Institutes will be covered by the grant. Copies of manuals will be provided electronically so they can be printed out by each student. We will send 50 copies of each of the CDs to each state and territory for the three self-directed modules. States are welcome to create additional copies for further distribution at their own expense.

May we charge students for taking the courses?

Our goal is to provide this training free of charge or at the lowest cost possible in every state. While we cannot proscribe tuition charges by the states, we will work with you to keep your costs as low as possible so you can pass those savings along to your constituents.

Which other states are in our region?

The map below shows the 10 FEMA regions. The IPER project hopes to foster cooperation among the states as well as to connect them with the FEMA and National Archives staff that serve in each region. Note that NARA has nine instead of ten regions, but we will use the FEMA regions for organizing the institutes.



Until the IPER courses are ready, what other training opportunities are available?

The National Archives courses on which the IPER courses will be based are available for a fee both as in-person offerings and as webinars. While they are targeted at federal employees, most of the content is also applicable to other levels of government. In addition, many state archives and records management agencies have training programs of their own. Some offer courses on emergency preparedness and essential records. Links to currently available training opportunities are available at <http://www.statearchivists.org/prepare/training>.

Whom should I call with questions?

The IPER project staff is based at The Georgia Archives in Morrow, Georgia (suburban Atlanta).

Julie Framingham, IPER Project Manager
 Office: 678-364-3806; Cell: 678-215-6333
 Email: jframingham@statearchivists.org
 Verna Edwards, IPER Curriculum Coordinator
 Cell: 678-628-7227
 Email: vedwards@statearchivists.org

Mailing address:
 IPER Project
 c/o The Georgia Archives
 5800 Jonesboro Road
 Morrow GA 30260

IPER Advisory Board

The following organizations are represented on the IPER Advisory Board:

- National associations
 - ARMA International
 - International City/County Management Assn
 - International Institute of Municipal Clerks
 - National Association of Counties / National Assn of County Recorders and Clerks
 - National Association of Government Archives and Records Administrators
 - National Association of Public Health Statistics and Information Systems

- National Association of Secretaries of State
- National Assn of State Chief Information Officers
- National Emergency Management Association
- National Governors Association
- National League of Cities
- Federal Partners
 - National Archives and Records Administration
 - FEMA National Continuity Programs Directorate

IPER DELIVERY MODEL

