IOWA C2C GRANT

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Grant activities

- Survey libraries, historical societies, etc about collections and geocode locations for disaster planning and response
- Conduct disaster planning workshops around the state focused on dplan lite
- Conduct a 2-day disaster planning and response workshop: one day on preparedness and one day on disaster response
IPER Training

Two 8 hour courses:
- Essential Records
- Records Emergency Planning and Response
Essential Records Course Objectives

Identify the records that you need to designate as essential records
Identify and evaluate risks to the essential records of an agency
Identify and evaluate preparedness and mitigation strategies to protect and ensure continued access to essential records in case of natural emergencies or human-caused threats such as arson, vandalism, computer hacking, or terrorism
Complete the Essential Records Template for incorporation into COOP Plans
C2C Essential Records Workshop

About 80 attendees:
- County recorders
- County clerks
- Librarians — mostly public; 1-2 academic
- Museum and historical society staff and (some) volunteers

All had concerns about their collections; some have already experienced a disaster

The concept of essential records was very difficult for the majority to grasp
Essential Records?

Without a clear understanding of the organization’s essential records participant could not:
- Identify and prioritize those records
- Evaluate risk to the records
- Develop a plan for those records

Examples: staff lists; volunteer lists; donor records; A/P records; disaster plan; insurance policies and contacts
Ongoing opportunities for IPER training

• CD’s with the course slides and scripts are being distributed to every state archivist
• Self-directed course *will* be available at www.TEEX.com (not available as of Oct 1)
• CoSA plans to survey trainers and post a list of trainers willing to teach the course now that the grant is complete.
• www.statearchivists.org/prepare for more info about disaster preparedness and the IPER Project.