



# IPER

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**INTERGOVERNMENTAL PREPAREDNESS FOR ESSENTIAL RECORDS**  
**Records-related emergency training for state and local governments**

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From a presentation by

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Director, The Georgia Archives  
Chair, IPER Advisory Board



Some background...



# September 7, 2005





# CoSA Response (1): Assistance







# September 21, 2005

Visit to Mississippi





# September 21, 2005

Visit to Mississippi







# November 9-10, 2005

Visit to New Orleans





# November 9-10, 2005

Visit to New Orleans







# Records Destruction: Immediate





# Records Destruction: Gradual







# CoSA Response (2): Hurricane Conference







# CoSA Response (3): Self-Assessment Tool

- Assessing relationships with EMAs, CIOs, etc.
- Assessing roles of state archives – All 50 states responded
- Assessing readiness of state archives to assist state & local governments

Assessment

Section A: ARM

## **Part A2. Key relationships**

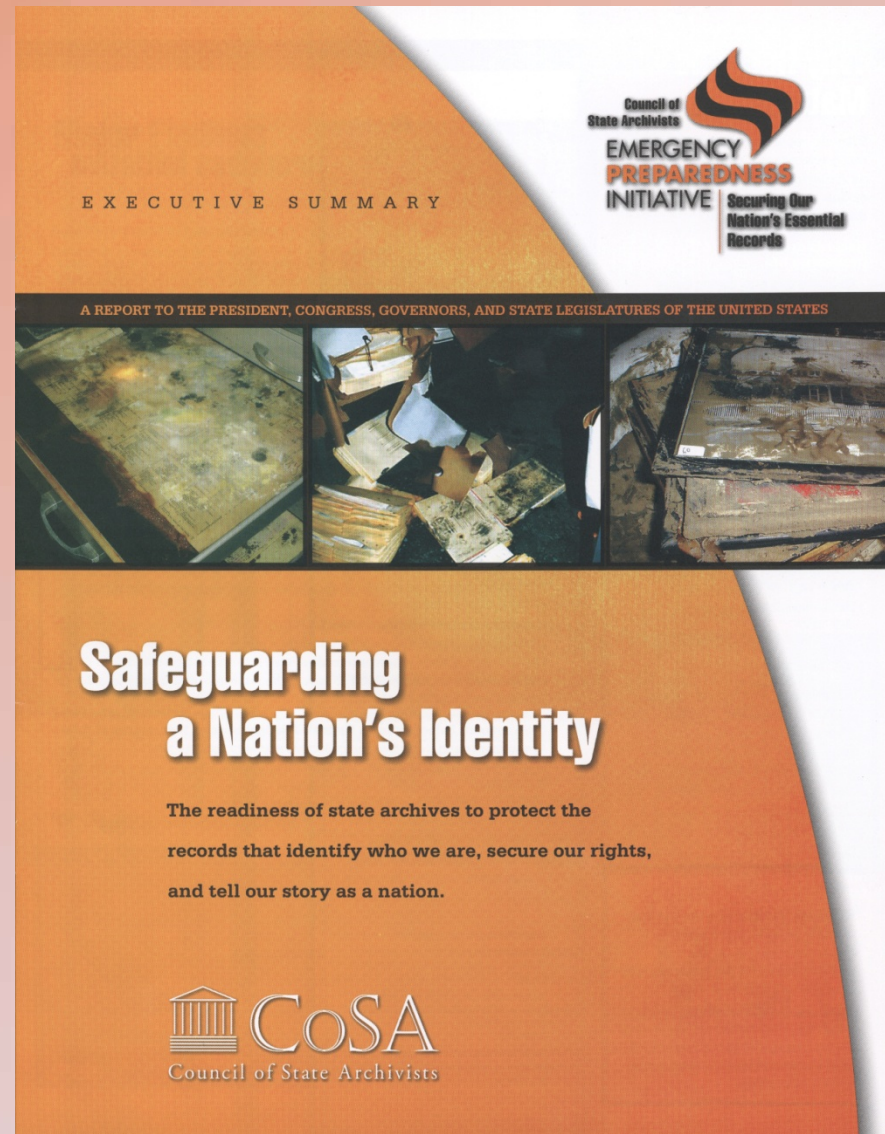
**Goal:** The state archives and records management program has established and maintains channels of communications with organizations and individuals responsible for overall emergency preparedness and recovery and the protection and preservation of archives and records.

Indicate how well-developed the relationship is between the state archives and records management agency and each of the following agencies based on these criteria:

- 4 = ARM staff are well acquainted with officials in this agency/organization responsible for emergency preparedness and recovery and meet with them regularly (at least annually).
- 3 = ARM staff are well acquainted with officials in this agency/organization responsible for emergency preparedness and recovery, but no regular meetings are scheduled.
- 2 = ARM staff have met representatives from this agency/organization responsible for emergency preparedness and recovery, but have had no sustained contact.
- 1 = ARM staff know the names and telephone numbers of representatives from this agency/organization, but have not met them.
- 0 = ARM staff do not know who the officials are for this agency/organization in their state.
- NA No such agency/organization exists in our state.



# CoSA Response (4): Report





# Records at Risk







# Records at Risk





# Records at Risk





# Records at Risk







# Records at Risk





# Government Records at Risk





# Family and Community Records at Risk







# Paper Records at Risk





# Electronic Records at Risk







# Why Does it Matter?

## Essential Records

### **Are records that:**

### **Examples include:**

#### **(1) Are necessary for emergency response**

- . copy of emergency plan/COOP
- . infrastructure and utility plans
- . maps and building plans
- . emergency contact information

#### **(2) Protect the health, safety, property, and rights of residents**

- . deeds, mortgages, land records
- . birth and marriage records
- . medical records
- . active court proceedings
- . military service records

#### **(3) Are necessary to resume or continue operations**

- . delegations of authority
- . contracts
- . leases
- . payroll
- . jail and parole records
- . insurance records

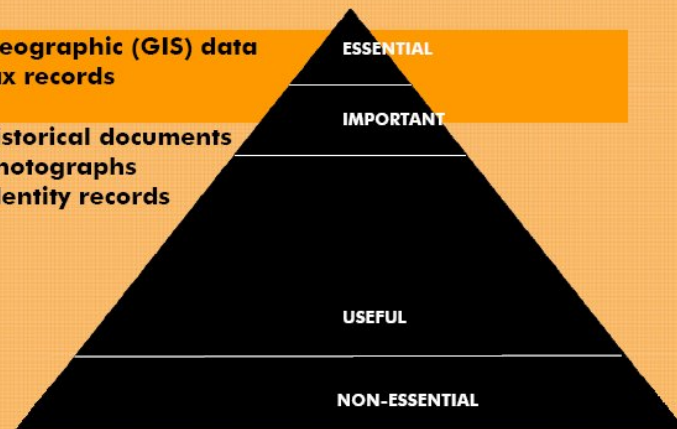
#### **(4) Would require massive resources to reconstruct, or**

- . Geographic (GIS) data
- . tax records

#### **(5) Necessary to restore order and community**

- . 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*







# 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



# Who is conducting IPER?

## PRINCIPAL PARTNERS



Council of State Archivists



**FEMA**

Federal Emergency  
Management Agency



National Archives and  
Records Administration



# Who is conducting IPER?

## OTHER PARTNERS

- 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 Assn 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





## 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?

- Archivist/RM
- CIO
- Emergency Manager

**State  
Leadership  
Teams**

**Instructional  
Teams**

**Self-  
Directed  
Study**

**Webinars**

- Organized by state or territory
- 4 or 5 members each
- Conduct training for state & local officials

- Online
- CD/DVD
- FEMA EMI Site



# 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





# Goals of the Summit

1. To become a team
  - state-by-state, territory-by-territory, regionally, nationally
2. To understand what essential records are and why they matter to
  - records professionals,
  - CIOs, and
  - Emergency Managers.
3. To understand what strengths each group brings to the table and how we can leverage those strengths together.
4. To prepare to bring IPER training to state, territorial, and local governments across the nation.



# Goals of the Summit

Health and safety of people come first

The goal is NOT to imply that  
records are the *only* thing

Records are an *essential* consideration  
in a disaster.



# CoSA

For more information

[www.statearchivists.org/prepare](http://www.statearchivists.org/prepare)