Montana Intergovernmental Preparedness for Essential Records

MT Resource Center

April 2014

Examples* of Resources at National, State and Local Levels

*This table is intended to provide an overview of the structure and intended content of the IPER Resource Directory. Specific agencies, organizations, and companies are cited as examples only. This is far from a comprehensive list and is subject to update.

Resource Directory Sections	**Links to National Resources** To be compiled by IPER staff and advisors	**Links to State/Territorial Resources** To be compiled by state/territorial Leadership
Laws, regulations, ordinances, rules	**Federal and State statutes and regulations** re: records retention and disposition, storage, permanent media, access.	**Montana Codes Annotated** http://leg.mt.gov/bills/mca_toc/index.htm http://leg.mt.gov/bills/mca/2/6/2-6-206.htm http://leg.mt.gov/bills/mca/2/9/2-9-201.htm **MT Administrative Rules** http://www.mtrules.org/gateway/ChapterHome.asp?Chapter=44.14 State Emergency Response Plan **Secretary of State – State and Local Retention Schedules** http://sos.mt.gov/Records/State/index.asp http://sos.mt.gov/Records/Local/index.asp http://sos.mt.gov/Records/Essential/index.asp **Department of Administration** **Information Technology:** Backup and Archive Policy https://montana.policytech.com/dotNet/documents/?docid=391&mode=view **Director's Office:** MT Operations Manual - MOM https://montana.policytech.com/default.aspx?public=true&siteid=1pdf

Standards, guidelines, advice, tips	**National Response Framework** Emergency Support Function (ESF) 11 **National Infrastructure Protection Plan** (NIPP)	**State of MT Hazardous Materials Response Plan** http://montanadma.org/des-library
Standards, guidelines, advice, tips (cont.)	**ANSI/ARMA 5-2003**, Vital Records Programs: Identifying, Managing, and Recovering Business-Critical Records **NAGARA** http://www.nagara.org/displaycommon.cfm?an=1&subarticlenbr=70 **Ready.gov** http://www.ready.gov/	**Secretary of State-Records and Information Management (SOS-RIM)** http://sos.mt.gov/Records/index.asp **Department of Administration – Information Technology** http://sitsd.mt.gov/default.mcpx **MT Historical Society – State Archives** http://mhs.mt.gov/
Glossaries, definitions	**FEMA** **Society of American Archivists** **CoSA/IPER glossary and acronyms list** **ARMA** **MT DES Statute**	**FEMA Glossary** http://training.fema.gov/EMIWeb/IS/is14/glossary.htm **Archival and Records Terminology** http://www.archivists.org/glossary/ **Key Terms for the IPER Courses** http://www.statearchivists.org/arc/states/REF_02_KeyTerms_Pilot.pdf **Records and Information Management Terms** https://members.arma.org/eweb/home.aspx?site=ARMASTORE **MT Codes Annotated 10-3-103** http://leg.mt.gov/bills/mca/10/3/10-3-103.htm
Service and supply providers: government, nonprofit, for-profit		

Publications	**Professional associations** (national office) serving state and local government officials and the fields of archives/records, emergency management, IT. **State chapters**, affiliates of national associations, e.g., ARMA chapters, municipal leagues, associations of clerks and recorders	**ARMA / Big Sky Chapter of ARMA** https://members.arma.org/eweb/home.aspx?site=ARMASTORE http://bigsky.arma.org/ **MT Leagues of Cities and Towns** http://www.mlct.org/ **Montana Association of Counties - Clerks & Recorders** http://www.mtcounties.org/events/other-affiliations-events/montana-associations/2013-montana-clerk-recorders-convention **Department of Administration-Print and Mail Services Bureau** http://gsd.mt.gov/agency/printmailservices.asp **Secretary of State-Records and Information Management (SOS-RIM)** http://www.sos.mt.gov/About_Office/Publications.asp **MT Department of Emergency Services** http://montanadma.org/des-library **Department of Administration-Risk Management and Tort Defense** http://rmtd.mt.gov/ **Montana Municipal Insurance Authority – Safety and Risk Management** http://www.mmia.net/resources_links.asp
	Preservation/conservation organizations, national	**Regional/State Preservation/Conservation Consortia:** **MT Historical Society – State Archives** http://mhs.mt.gov/

Training	**National Archives & Records Administration (NARA)**, including Regional Branches **Professional associations (national office**), **State chapters, affiliates of national associations**	**State archives & records management programs:** http://mhs.mt.gov/ http://sos.mt.gov/Records/Training/index.asp **MT Office of Community Services / Ready.gov** http://serve.mt.gov/ **State emergency management agencies:** Department of Administration-ITSD-Security and Continuity Services http://itsd.mt.gov/default.mcpx **MT Disaster and Emergency Services** http://dma.mt.gov/des/ **Dept of Administration-Risk Management and Tort Defense** http://rmtd.mt.gov/training/default.asp **Big Sky Chapter of ARMA** http://bigsky.arma.org/ **MT State Historical Records Advisory Board (SHRAB)** http://www.statearchivists.org/shrabs.htm
Electronic records management	**Lockheed Martin, Tower Software/HP, Microsoft**	Secretary of State-Records and Information Management (SOS-RIM) http://www.sos.mt.gov/RMB/index.asp **Department of Administration–State Information Technology Services Division (DOA-SITSD)** http://itsd.mt.gov/default.mcpx **MT Historical Society – State Archives** http://mhs.mt.gov/research/services

Records-related disaster planning	**Preservation/conservation organizations, national** **Regional and State Preservation consortia**	**Secretary of State-Records and Information Management (SOS-RIM)** http://sos.mt.gov/Records/index.asp **Department of Administration–State Information Technology Services Division (DOA-SITSD)** http://itsd.mt.gov/default.mcpx **MT Historical Society – State Archives** http://mhs.mt.gov/ **Department of Administration-Risk Management and Tort Defense** http://rmtd.mt.gov/
Records recovery – paper and electronic	**Professional local conservators** **Regional and state preservation/conservation consortia**	**Belfor:** worldwide leader in recovery and restoration http://www.us.belfor.com/index.php?id=11&L=0 **Munters**: air treatment solutions and restoration services http://www.munters.us/en/us/ **BMS-CAT** http://www.bmscat.com/ **Secretary of State-Records and Information Management (SOS-RIM)** http://sos.mt.gov/Records/index.asp **Department of Administration–State Information Technology Services Division (DOA-SITSD)** http://itsd.mt.gov/default.mcpx **MT Historical Society – State Archives** http://mhs.mt.gov/ **Department of Administration-Risk Management and Tort Defense** http://rmtd.mt.gov/
Archival and conservation supplies	**Metal Edge, Conservation Resources, Light Impressions**	**MT Historical Society – State Archives** http://mhs.mt.gov/

Duplication – digitization, microfilm/ fiche	**Ancestry.com**	**Secretary of State-Records and Information Management (SOS-RIM)** http://sos.mt.gov/Records/index.asp
Secure offsite storage – temporary and long-term	**State Data Center, SOS-RIM Records Center and Vaulting,**	**Secretary of State-Records and Information Management (SOS-RIM)** http://sos.mt.gov/Records/index.asp **Department of Administration–State Information Technology Services Division (DOA-SITSD)ision (DOA-SITSD)** http://itsd.mt.gov/default.mcpx **MT Historical Society – State Archives** http://mhs.mt.gov/ **Department of Administration-Risk Management and Tort Defense** http://rmtd.mt.gov/ **Montana Record Management – Helena, MT** http://mtmrm.com/document-storage-in-montana/ **Baker Transfer and Storage – Billings, MT** http://www.bakertransferandstorage.com/billings-mt-storage-service-.htm
Refrigeration facilities	**Refrigerated Trucking Service** http://www.refrigeratedtruckingservice.com/refrigerated_trucking_service_locations_usa.html#locations	**Department of Administration-Risk Management and Tort Defense** http://rmtd.mt.gov/ **Refrigerated Trucking Service – Helena, MT** Art Villa 406-448-4956 559-908-0685 406-933-5228 **Watkins & Shepard Trucking – Helena, MT** 406-442-9536 **Meadow Gold Dairy** 1624 Lewis Helena, MT 59601 406-442-4347

Freeze-drying services (vacuum, thermal)	**Document Reprocessors** 1-800-437-9464	**Department of Administration-Risk Management and Tort Defense** http://rmtd.mt.gov/
Dehumidification services Moisture, mold removal	**Moisture, mold removal**	**Department of Administration-Risk Management and Tort Defense** http://rmtd.mt.gov/ **Department of Administration-General Services Division** http://gsd.mt.gov/Agency/default.mcpx **Kleen King Mold Remediation – Helena, Great Falls** 406-443-0964 **Northern Industrial Hygiene, Inc – Helena** 406-443-3369 **Aspen Consulting and Testing _ Helena** 406-451-5188 **Advanced Mold Solutions – Belgrade** 406-579-3113
Exterminator, fumigation	**Environment control, bugs, critters**	**Department of Administration-Risk Management and Tort Defense** http://rmtd.mt.gov/ **Orkin, Inc – Helena, MT** 1-800-562-5610 **Nitro-Green Pest Control Division – Helena, MT** 406-443-5088 **Wisdom Pest Control – Helena, MT** 406-449-7832

Trucking and transportation firms	**Transport, Transit**	**Department of Administration-Risk Management and Tort Defense** http://rmtd.mt.gov/ **Refrigerated Trucking Service – Helena, MT** Art Villa 406-448-4956 559-908-0685 406-933-5228 **Watkins & Shepard Trucking – Helena, MT** 406-442-9536 **Mergenthaler's Transfer and Storage** 406-443-1444 **MTS Freight** 1450 Carter Drive Helena, MT 59601 406-442-4356
Storage containers & supplies	**Metal Edge, Conservation Resources**	**Department of Administration-Risk Management and Tort Defense** http://rmtd.mt.gov/ **Pierce Leasing – Storage Containers – Great Falls, MT** 800-893-7975

Other: debris removal, locksmith, generators		Department of Administration-Risk Management and Tort Defense http://rmtd.mt.gov/ Department of Administration-General Services Division http://gsd.mt.gov/Agency/default.mcpx Burdick's Locksmith Services – Helena, MT 901 N Last Chance Gulch St 406-449-6420 Paul's Key & Lock Repair – Helena, MT 406-442-2350 U-Haul Rentals – Helena, MT 990 E Lyndale 406-443-7750 A-1 Rentals – Helena, MT 1400 Cedar 406-442-7690 T&E The Cat Rental Store – Helena, MT 3598 Centennial Dr 406-442-2990
Disaster planning tools	**PReP: Pocket Response Plan, from CoSA** COSTEP: Model statewide disaster plan for libraries, archives, museums, in development from NEDCC	**Department of Administration–State Information Technology Services Division (DOA-SITSD):** SunGard-Strohl-Living Disaster Recovery Planning Systems (LDRPS) http://www.availability.sungard.com/Products+and+Services/Business+Continuity/Recovery+Services/Welcome+to+SunGard+-+Disaster+Recovery/?ga&ag=sunguard

Risk assessment tools	**FEMA Continuity Evaluation Tool** v.6, **CoSA Assessment of Statewide Records-related Emergency Preparedness**	**Department of Administration-Risk Management and Tort Defense** Property Inspections or building plan reviews http://rmtd.mt.gov/safetylosscontrol/propertyinspections.asp http://rmtd.mt.gov/safetylosscontrol/buildingplanreview.asp
Model contracts	**NARA, some state archives**	**Department of Administration–State Information Technology Services Division (DOA-SITSD)** SunGard-Strohl-Living Disaster Recovery Planning Systems (LDRPS)
Books, articles, videos Summaries of contents, links to download or purchase	**Safeguarding a Nation's Identity (CoSA)** **HENTF** **V Jones**	**ARMA International** https://members.arma.org/eweb/home.aspx?site=ARMASTORE **Disaster Recovery Journal** http://www.drj.com/

Other resources, including whom to contact in an emergency	**Emergency Management Assistance Compact (EMAC)** **State and Federal Agencies,**	**State Emergency Response Commission** http://dma.mt.gov/des/library/serc_members.asp **Military Affairs - Disaster and Emergency Services** http://dma.mt.gov/des/ Name: Title: Emergency Management Agency: Dept. of Military Affairs - Disaster & Emergency Services Address: 1956 Mt Majo Street PO Box 4789 Ft. Harrison MT 59636-4789 Office phone: (406) 841-3944 Fax: (406) 841-3965 Email: **Department of Administration–State Information Technology Services Division** (DOA-SITSD) http://itsd.mt.gov/default.mcpx Name: Dawn Pizzini Title: Security and Continuity Services Officer Agency: Department of Administration Address: 118 North Roberts - Capitol Annex Bldg Helena, MT 59620-0113 Office phone: 406 444-2974 Mobile phone: 406-459-0653 Fax: 406-444-2939 Email: dpizzini@mt.gov **MT Historical Society – State Archives** http://mhs.mt.gov/ Name: Jodie Foley - IPER Point of Contact (POC) Title: State Archivist Agency: MT Historical Society – State Archives Address: 225 N Roberts Helena, MT 59620-1201 Office phone: (406) 444-7482 Fax: Email: jfoley@mt.gov

Other resources, including whom to contact in an emergency (cont.)		**Secretary of State-Records and Information Management (SOS-RIM)** http://sos.mt.gov/Records/index.asp Name: Patti Borsberry – IPER Point of Contact (POC) Title: Deputy Agency: Office of Secretary of State Linda McCulloch Address: 1320 Bozeman Street Helena MT 59601 Office phone: 406 444-9009 Fax: 406-444-9002 Email: pborsberry@mt.gov **Jefferson County - Clerk and Recorder's Office** Name: Bonnie Ramey - IPER Point of Contact (POC) Title: Clerk and Recorder / Assessor Agency: Jefferson County Clerk and Recorder Address: PO Box H Boulder, MT 59632 Office phone: (406) 225-4020 Fax: (406) 225-4149 Email: bramey@jeffco.mt.gov **Department of Administration-Risk Management and Tort Defense** http://rmtd.mt.gov/ Name: Aric Curtiss Title: Loss Prevention Specialist Agency: Dept of Administration-Risk Management and Tort Defense Address: 1625 11th Ave Helena, MT 59620-0124 Office phone: (406) 444-2421 Fax: (406) 444-2592 Email: acurtiss@mt.gov **Department of Administration-General Services Division** http://gsd.mt.gov/Agency/default.mcpx Name: Title: Emergency and Facilities Management Agency: Department of Administration-General Services Division Address: 1310 E Lockey Helena MT 59601 Office phone: 406 444-3060 or 406 444 1462 Fax: 406-444-3039 Email: