



## Montana State Records Committee

### Intergovernmental Preparedness of Essential Records (IPER) Training Guide ER1

This training guide is provided to ensure an understandable reference document, provided by the State Records Committee (SRC), in support of the national Federal Emergency Management Administration (FEMA) and Council of State Archivists (CoSA) Intergovernmental Preparedness of Essential Records (IPER) training program.

The training courses covered by this guide are intended to be self-directed or instructor-led. Leaders and Participants are encouraged to review this guide before beginning. It contains guidance or explains key training references you'll encounter during each training opportunity (i.e., materials, current web links).

A participant, new to the topic of Records and Information Management (RIM), is encouraged to start with a FEMA *Introduction to Records and Information Management*. It provides basic and foundational elements of RIM. Along with, complimenting the two part, web-enabled, training modules for: *Essential Records (ER) and Records Emergency Action Preparedness (REAP)*.

Beginner Level: Introduction to Records and Information Management (see page 2)  
Advanced Level\*: Essential Records (ER) (see pages 3-4)  
Advanced Level\*: Records Emergency Action Preparedness (REAP) (see page 5)

\*Full participation in the two advanced level modules provides subject matter expert (SME) training on the topic.

A participant, based on their level of expertise, may “delve in fully” and pre- and post-test, complete the end-of-lesson activities and perform best practices self-checks OR participate on a “lighter track” working through the slides’ content and forms, as appropriate for one’s roles and responsibility relevance.

Please note: there are a few areas in the presentation that offer the availability to earn national, professional, certification from this training. This coursework is not certifiable via this particular web training opportunity.

## **Introduction to Records and Information Management**

(Training time approx. 90 minutes)

Participants new to the experience of records and information management are encouraged to first view a narrated PowerPoint presentation provided by the Federal Emergency Management Administration (FEMA).



It is self-directed and introduces the main concepts and vocabulary helpful in completing the IPER *Essential Records* and *Records Emergency Action Preparedness* courses, successfully.

Written for the federal level of government, there will exist a few differences between the federal terminology or resources and Montana's records and information management and continuity management. Please see the IPER Resource Center for MT document available at: <http://sos.mt.gov/Records/Essential/index.asp>

### **Key Training References:**

- ✚ Slide 4 - the hyperlink to the Biloxi Library photos is unavailable. Please use: <http://www.statearchivists.org/prepare/2005response/hurricane-msvisit-photos.htm>
- ✚ Access the PowerPoint presentation on the Secretary of State – Records and Information Management page per below:
  - <http://sos.mt.gov/Records/Essential/index.asp>
- ✚ It is a large file and participants may experience slow response time the first time accessed. Please be patient.

When continuing on to the CoSA, IPER, web-enabled, **Essential Records (ER)** and **Records Emergency Action Preparedness (REAP)** training modules, the following pages of this training guide are needed. Within the ER and REAP slides there are a few, minor, exceptions that participants will need to enhance navigating through the lessons.



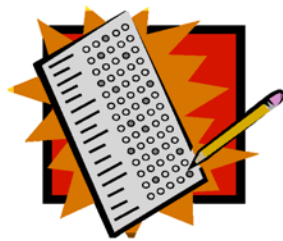
## **Essential Records (ER) Online Course**

(Training time approx. 8 hours)

By the end of this course, you will be able to Identify the records that need to be designated 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 disasters or human-caused threats such as arson, vandalism, computer hacking, or terrorism and complete the Essential Records Template for incorporation or alignment with agency Continuity Plans. (Training time approx. 4 hours)

Participants are encouraged to review the **Navigation Tutorial** in order to understand how to operate the webinar, check systems and web requirements, forms use, etc.

Next, it's time to get started! Participants are encouraged to begin with the **Course Introduction and Course Summary**. Read important information; learn about the course materials, state and national resources and more. Take a "pre-"and "post-test" that are *solely* indicators of the participant's level of knowledge on the topic. Try them! They're short. And it's fun to gauge. See how much there is to know and learn.



### **KEY ER Training References:**

#### **ER Course Introduction**

- ✚ Slide 5 of 21: the IPER curriculum link to the Introduction to Records and Information Management is outdated. Instead, please access the correct addresses, per below:
  - <http://sos.mt.gov/Records/Essential/index.asp>

#### **ER Module Take Home Activities**

- ✚ Be sure to click the "I Have Completed the Take Home/In-Class Activity" button in order to receive the Next > button option and be able to complete the lesson.

**I Have Completed the  
Take-Home Activity!**

## **ER Module 1 Identify Essential Records – Lesson 2**

- ✚ Slide 2 of 18: Identify ERs by Examining Critical Business Needs and Functions  
Montana Continuity Plans are the responsibility of individual MT state agencies and not available through the COSA Resource Center.
- ✚ Slide 4 of 18: Identify and Analyze Your Agency's Business Functions  
Montana state agencies should contact the Department of Administration Continuity Services Bureau to obtain the state's Business Impact Analysis template vs. the University of Texas-Austin's downloadable template and instructions as hyperlinked in this slide.

## **ER Module 2 Protect Essential Records – Lesson 1**

- ✚ Slide 20 of 37: Risk Assessment Identify Risks (cont): The COSA Resource Center Interactive Map for MT contains outdated links to the Montana Historical Society State Archives and the Secretary of State Records and Information Management websites. Please access the correct addresses, per below:

SOS-RIM: <http://sos.mt.gov/Records/Essential/index.asp>

MT Historical Society: <http://mhs.mt.gov/research/library/collections.asp>

## **ER Module 3 Access Essential Records – Lesson 1**

- ✚ Slide 4 of 22: The FEMA Continuity Guidance Circular 1 (CGC 1) provides guidance to state, territorial, tribal and local governments. Annex D addresses how to identify Essential Functions. Updated October 2013, CGC1 can be accessed at: <http://www.fema.gov/media-library-data/1386609058826-b084a7230663249ab1d6da4b6472e691/Continuity-Guidance-Circular2.pdf>
- ✚ FEMA also published CGC 2 for state, territorial, tribal and local governments. It provides guidance for conducting a Business Process Analysis (BPA), a Business Impact Analysis (BIA) and a Risk Assessment that identifies relationships, mitigation strategies and more as they relate to Essential Records that support Essential Functions. CGC 2 can be accessed at: <http://www.fema.gov/media-library-data/1386609058826-b084a7230663249ab1d6da4b6472e691/Continuity-Guidance-Circular2.pdf>

## **ER Module 4 Essential Records Template – Lesson 1**

- ✚ Slide 3 of 8: FEMA also provides a Continuity (COOP) Plan Template. However, for Module 3 and 4, it is recommended that state agency participants contact the Department of Administration Continuity Services Bureau for continuity guidance specific to Montana's Essential Functions and Planning.

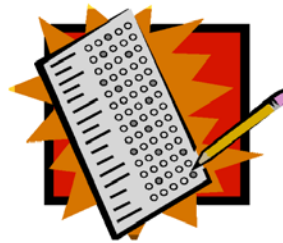
## **Records Emergency Action Preparedness (REAP) Online Course**

(Training time approx. 8 hours)

By the end of this course, participants will receive the knowledge and skills needed to secure essential records, protect, mitigate damage to, and recover records in the event of a natural or human-caused emergency.

Participants are encouraged to review the **Navigation Tutorial** in order to understand how to operate the webinar, check systems and web requirements, forms use, etc.

Next, it's time to get started! Participants are encouraged to begin with the **Course Introduction and Course Summary**. Read important information; learn about the course materials, state and national resources and more. Take a “pre-“and “post-test” that are *solely* indicators of the participant's level of knowledge on the topic. Try them! They're short. And it's fun to gauge. See how much there is to know and learn.



### **Key REPR Training References:**

#### **REAP Course Introduction**

- Slide 9 and 18 of 20: the COSA Resource Center Interactive Map for MT contains outdated links to the Montana Historical Society State Archives and the Secretary of State Records and Information Management websites. Please access the correct addresses, per below:

SOS-RIM: <http://sos.mt.gov/Records/Essential/index.asp>

MT Historical Society: <http://mhs.mt.gov/research/library/collections.asp>

- Slide 10 of 20: Course Participation Account - Please note: At this time, this coursework is not certifiable via this web opportunity.

#### **REAP Module Take Home Activities**

- Be sure to click the “I Have Completed the Take Home/In-Class Activity” button in order to receive the Next > button option and be able to complete the lesson.

I Have Completed the  
Take-Home Activity!