



NORTH CAROLINA
DEPARTMENT OF
**CULTURAL
RESOURCES**
WWW.NCCULTURE.COM



August 15, 2011

RALEIGH—The North Carolina State Archives (Department of Cultural Resources), Division of Emergency Management (Department of Crime Control and Public Safety), and the Office of the State Chief Information Officer are pleased to announce the continued availability of two on-line courses designed to assist participants in the development of the vital records identification and protection component of their Continuity of Operations (COOP) plan. Each course provides 7.5 hours of online training, and a FEMA certificate of completion. Listed in the FEMA National Training and Education Division (NTED) catalog as courses AWR-210-2 and AWR-211-2, these courses will be delivered in North Carolina by staff of the Department of Cultural Resources and Information Technology Services.

Course AWR-210-2 (Essential Records Webinar) presents a step-by-step approach to developing an essential records program that is based on FEMA's COOP guidance. Presented via webinar in four sessions, held once a week, the course covers identification, protection, accessibility, and implementation of a scalable essential records program. Take-home assignments to be completed between each session allow participants to apply what they learn to their own workplace setting, developing the components necessary for a comprehensive essential records program. Building on the lessons of the Essential Records Webinar, course AWR-211-2 (Records Emergency Planning and Response Webinar) broadens the focus to all records so that agencies can plan for protecting and recovering both essential records and others that are also important or useful should an emergency occur. This course is also presented in a weekly webinar format. Take home assignments between sessions allow participants to develop key components of their own Records Emergency Action Plan that details how each participant's agency will handle records during an emergency.

Governmental administrative, law enforcement, public health, emergency management, and information technology professionals involved in COOP planning are the target audiences of these courses. Each requires a weekly commitment to attend the webinars, complete the assigned homework, and take a pre and post course test. It is recommended that participants complete the Essential Records course prior to taking the Records Emergency Planning and Response Webinar. In addition, participants unfamiliar with basic records management principles and terminology may wish to take some on-line, self-directed tutorials on managing public records in North Carolina available from the Government Records Branch of the North Carolina State Archives at <http://www.records.ncdcr.gov/>

The Essential Records Webinar will be offered in September, 2011. The Records Emergency Planning and Response Webinar will be offered in October, 2011. The webinar is free, but class sizes are limited, and long distance phone charges will apply for each webinar. Course participants may be eligible for continuing education credits from organizations such as the International Institute of Municipal Clerks or the National Association of Government Archives & Records Administrators. Agencies may also elect to register one participant for the course and have additional staff member take the course with the registrant in a group setting. For more information on individual or group registration, please contact Sarah Koonts at sarah.koonts@ncdcr.gov or (919) 807-7339.

