

**Join us at the Georgia Archives for a seminar on  
*IPER Essential Records Course***

*Intergovernmental Preparedness for Essential Records*

**Thursday, May 18 — 9:00am-4:15pm**

This seminar will offer presentations from Georgia Archives staff, including:

- **Identifying essential records**
- **Identifying and mitigating hazards and risks**
- **Accessing essential records**
- **Incorporating essential records into COOP plans**

For more information on the *IPER Essential Records* course material, please reference the following link located on the Council of State Archivists website—

<https://www.statearchivists.org/programs/emergency-preparedness/essential-records-er-course/>



(NOAA)

**Seminar Schedule:**

8:30-9:00am—Registration and coffee

9:00am-12noon—Morning sessions

12:00-1:00pm—Lunch provided

1:00-4:15pm—Afternoon sessions

Registration fee is \$10.00 per person, due by May 10<sup>th</sup> to ensure your place in the seminar. Makes checks payable to FOGAH (*Friends of Georgia Archives and History*).

**Please mail registration form and payment to:**

Christine Garrett, Electronic Records Manager

Georgia Archives

5800 Jonesboro Road

Morrow, GA 30260

Feel free to email any questions to [christine.garrett@usg.edu](mailto:christine.garrett@usg.edu).

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**Name** \_\_\_\_\_

**Institution** \_\_\_\_\_

**Address** \_\_\_\_\_

**City/State/Zip** \_\_\_\_\_

**Email** \_\_\_\_\_

**Phone** \_\_\_\_\_

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