



Join us at the Georgia Archives for a seminar on  
***Records Emergency Planning and Response***

*Intergovernmental Preparedness for Essential Records*

**Tuesday, October 31<sup>st</sup> — 9:00am-5:00pm**

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

- **Develop, analyze, and test a Records Emergency Action Plan**
- **Assessing disaster damage**
- **Developing emergency response**
- **Recovery procedures**

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

<https://www.statearchivists.org/programs/emergency-preparedness/records-emergency-planning-and-response-repr/>



**Seminar Schedule:**

8:30-9:00am—Registration and coffee

9:00am-12noon—Morning sessions

**12:00-1:00pm—Lunch provided**

1:00-5:00pm—Afternoon sessions

**Registration fee is \$15.00 per person and due by October 24<sup>th</sup> to ensure your place in the seminar.**

**Make 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

Please email any questions to [christine.garrett@usg.edu](mailto:christine.garrett@usg.edu) or [kim.norman@usg.edu](mailto:kim.norman@usg.edu).



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**IPER Course**

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**Georgia Archives 5800 Jonesboro Road Morrow, GA 30260**

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

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

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

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

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

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

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