

Records Emergency Response and Planning Course Resources

Information Specific to the State of Georgia

The Georgia Archives serves as the state archives and records management program. The State Records Committee is the state agency responsible for approving new or revised records retention schedules for state agencies, local government, and the University System of Georgia.

Vital Records (Essential Records) are defined in the Official Code of Georgia Annotated § 50-18-91 (10) "Vital records" means any record vital to the resumption or continuation of operations, or both; to the re-creation of the legal and financial status of government in the state; or to the protection and fulfillment of obligations to citizens of the state.

Retention Schedules:

Local Government www.georgiaarchives.org/records/local_government/

- Updated in October 2016, except for Public Safety (updated April 2017) and Education, Health Services, and Taxation sections (updated October 2010).

State Government

- Common Schedules www.georgiaarchives.org/records/state_government/. Updated October 2015
- Agency Specific Schedules www.georgiaarchives.org/records/agency_specific

University System of Georgia www.usg.edu/records_management/schedules/

- Updated October 2015

Judicial Branch www.georgiaarchives.org/records/judicial/

- Updated September 2010

Contact Information:

Local Government – Doug Rollo, doug.rollo@usg.edu, 404-756-4866

State Government – Karl Simpson, karl.simpson@usg.edu, 678-364-3881

State Records Center – Wayne Harrison, wayne.harrison@usg.edu, 404-756-4867

Electronic Records – Christine Garrett, christine.garrett@usg.edu, 678-364-3782

archives-records@usg.edu

Federal Resources

Federal Emergency Management Agency (FEMA), Department of Homeland Security (DHS)

Comprehensive Preparedness Guide (CPG) 101: Developing and Maintaining State, Territorial, Tribal, and Local Government Emergency Plans (November 2010)

- https://www.fema.gov/media-library-data/20130726-1828-25045-0014/cpg_101_comprehensive_preparedness_guide_developing_and_maintaining_emergency_operations_plans_2010.pdf

Continuity Guidance Circular 1 (CGC 1): Continuity Guidance for Non-Federal Governments (States, Territories, Tribes, and Local Government Jurisdictions) (July 2013)

- <https://www.fema.gov/media-library-data/1386609058803-b084a7230663249ab1d6da4b6472e691/CGC-1-Signed-July-2013.pdf>

Continuity Assistance Tool (CAT) (September 2013)

- <https://www.fema.gov/media-library-data/1386609058830-b084a7230663249ab1d6da4b6472e691/Continuity-Assistance-Tool.pdf>

Continuity Plan Template and Instructions for Non-Federal Governments (January 2014)

- https://www.fema.gov/media-library-data/1389194640607-1a5f9a6d6557846f6e5924eea089f798/Non_Federal_Continuity_Plan_Template_and_Instructions.pdf

Continuity of Operations (brochure)

- https://www.fema.gov/pdf/about/org/ncp/coop_brochure.pdf

Federal Continuity Directive (FCD) 1

- <https://www.gpo.gov/pdfs/about/January2017FCD1.pdf>

Federal Continuity Directive (FCD) 2

- <https://www.fema.gov/media-library-data/1386609058811-b084a7230663249ab1d6da4b6472e691/FCD2-Signed-.July-2013.pdf>

FEMA Acronyms, Abbreviations, and Terms: A Capability Assurance Job Aid (July 2009)

- https://www.fema.gov/pdf/plan/prepare/faatlist07_09.pdf

Incident Command System (ICS) Resource Center

- <https://training.fema.gov/emiweb/is/icsresource/>

Introduction to Incident Command System, ICS-100

- <https://training.fema.gov/is/courseoverview.aspx?code=IS-100.b>

National Incident Management System

- <https://www.fema.gov/national-incident-management-system>

National Continuity Policy Implementation Plan (NCPIP) (August 2007)

- <https://www.fema.gov/media-library-data/1384886826028-729844d3fd23ff85d94d52186c85748f/NCPIP.pdf>

National Security Presidential Directive–51/Homeland Security Presidential Directive–20 (May 2007)

- <https://fas.org/irp/offdocs/nspd/nspd-51.htm>

Department of Defense

Disaster Preparedness Workbook for cultural Institutions Within the Military. Designed for military organizations, the information is useful to non-military agencies as well.

- https://www.loc.gov/flicc/about/FLICC_WGs/disaster/DisasterPreparednessWorkbook.pdf

National Archives and Records Administration

“Comparison of Drying Techniques: Understanding Differences Between Vacuum Freeze Drying, Conventional Freeze Drying, and Other Drying Methods”

- <https://www.archives.gov/preservation/disaster-response/drying-techniques.html>

The Essential Records Webinar course is based on a course originally developed by the National Archives and Records Administration (NARA) for federal employees – Vital Business Information. NARA continues to offer this course.

- https://nara.csod.com/LMS/BrowseTraining/BrowseTraining.aspx?tab_page_id=-6#f=1&o=1

Georgia Resources

Disasters likely to occur in Georgia

- www.gema.ga.gov/Recovery/Pages/ga_disaster_history.aspx (from Georgia Emergency Management and Homeland Security Agency)
- <https://ready.ga.gov/be-informed/> (from Ready Georgia)

States and Other Organizations

American Institute for Conservation

Disaster and Recovery

- <https://www.conservation-us.org/resources/disaster-response-recovery#.WabwmMaQxEY>

Emergency Response and Salvage Wheel

- <http://www.conservation-us.org/docs/default-source/default-document-library/emergency-response-and-salvage-wheel-.pdf>

Field Guide to Emergency Response

- <http://store.conservation-us.org/site/index.php?app=ecom&ns=prodshow&ref=FAIC-2>

American National Standards Institute (ANSI)/ARMA International

Vital Records Programs: Identifying, Managing, and Recovering Business-Critical Records. ANSI/ARMA 5-2010. Approved as an American National Standards Institute (ANSI) standard

- <https://webstore.ansi.org/RecordDetail.aspx?sku=ANSI%2FARMA+5-2010>

ARMA International

Emergency Management for Records and Information Programs, 2nd Edition.

- https://members.arma.org/eweb/browse.aspx?site=armastore&webcode=product&id=e11021a6-c892-464e-a1ca-82c77d78b8b3#.WL2pV_L2PwA

Council of State Archivists (CoSA)

Pocket Response Plan (PReP)

- <https://www.statearchivists.org/programs/emergency-preparedness/emergency-preparedness-resources/pocket-response-plantm-prep-tm-english-template/>

National Institute of Standards and Technology (NIST)

Contingency Planning Guide for Federal Information Systems. (May 2010)

- <http://nvlpubs.nist.gov/nistpubs/Legacy/SP/nistspecialpublication800-34r1.pdf>

New York State Archives

Records Advisory: Electronic Records Disaster Preparedness and Recovery

- http://www.archives.nysed.gov/records/mr_disaster_assistance_erecords.shtml

Northeast Document Conservation Center (NEDCC) and the Massachusetts Board of Library Commissioners (MBLC)

dPlan: The Online Disaster-Planning Tool

- <http://www.dplan.org/>

Washington State Archives

Essential Records and Disaster Preparedness Manual

- <https://www.sos.wa.gov/archives/RecordsManagement/EssentialRecordsDisasterPreparednessManual.aspx>

Reports and Brochures

- IT Disaster Recovery and Business Continuity Took-kit: Planning for the Next Disaster. National Association of State Chief Information Officers (June 2007). www.nascio.org/Portals/0/Publications/Documents/NASCIO-DRToolKit.pdf
- Guide for Conducting Risk Assessments. National Institute of Standards and Technology. (September 2012). Designed for federal agencies, state and local agencies may benefit from the recommendations in the publication. <http://nvlpubs.nist.gov/nistpubs/Legacy/SP/nistspecialpublication800-30r1.pdf>
- Contingency Planning Guide for Federal Information Systems. National Institute of Standards and Technology. (May 2010). Designed for federal agencies, state and local agencies may benefit from the recommendations in the publication. <http://nvlpubs.nist.gov/nistpubs/Legacy/SP/nistspecialpublication800-34r1.pdf>
- “Disaster Recovery: A Local Government Responsibility”. Christine Becker. *RM Magazine*. (March 2009). <http://webapps.icma.org/pm/9102/public/cover.cfm?author=christine%20becker&title=disaster%20recovery%3A%20%20a%20local%20government%20responsibility>
- “Dealing with Disaster.” Nikki Swartz. *The Information Management Journal* (July/August 2006): 28-34. www.arma.org/bookstore/files/Swartz4.pdf
- “How to Develop an Emergency Management Plan.” Virginia A. Jones, Kris E. Keyes. *The Information Management Journal* (March/April 2008): 52-56. http://content.arma.org/IMM/MarchApril2008/how_to_develop_an_emergency_management_plan.aspx
- “The Pillars of Vital Records Protection.” Alan A. Andolsen. *The Information management Journal* (March/April 2008): 28-32. http://content.arma.org/IMM/MarchApril2008/the_pillars_of_vital_records_protection.aspx

- “Risk Analysis and Control: Vital to Records Protection.” William Saffady. *The Information Management Journal* (September/October 2005): 62-68.
<http://www.arma.org/bookstore/files/Saffady.pdf>
- “Salvage at a Glance.” Betty Walsh. *Western Association for Art Conservation (WAAC) Newsletter* 19:2 (May 1997) <http://cool.conservation-us.org/waac/wn/wn19/wn19-2/wn19-207.html>
- “Salvage Operations for Water Damaged Archival Collections: A Second Glance.” Betty Walsh. *Western Association for Art Conservation (WAAC) Newsletter* 19:2 (May 1997) <http://cool.conservation-us.org/waac/wn/wn19/wn19-2/wn19-206.html>
- “Taking Charge: Disaster Fallout Reinforces RIM’s Importance.” Bruce W. Dearstyne. *The Information Management Journal* (July/August 2006): 37-43.
<http://www.arma.org/bookstore/files/Dearstyne4.pdf>
- “Trial by Tornado.” Willie M. Jones. *InfoPro* (March 2000): 37-39.
<http://cool.conservation-us.org/byauth/jonesw/tornado.html>