

What is a Vital Records Program?

The vital records program is intended to do two basic things. First, the program provides an agency with the information needed to conduct business under other than normal operating conditions and to resume normal business afterward. Second, the program enables agency officials to identify and protect the most important records dealing with the legal and financial rights both of the agency and of persons directly affected by the agency's actions. NARA's Northeast Region is pleased to offer vital records briefings, disaster preparedness and recovery workshops, as well as targeted assistance to the Federal community.

Topics Covered:

- The definition of vital records
- How to identify your vital records
- How to develop a vital records program
- Where records and information fit into the overall continuity of operations planning process
- The role of the information/ records professional in disaster planning and business resumption

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Northeast Region
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Official Business
Penalty for Private Use, \$300

Disaster Preparedness, Recovery and Vital Records Management Training

Fiscal Year 2003



"Sadly, one of the many lessons we have learned from the recent attacks on America is that we must now be prepared for the unexpected. As leaders of the Federal Government, it is our duty to ensure that our agencies are prepared for even the most unlikely threat. The Government must continue to function and provide services to the public under emergency operating conditions and resume normal business afterward. It is imperative that the information needed by the Government be readily available both to assist in recovery and ensure the continuity of operations.

"To ensure that the Government can respond immediately following a disaster, it is essential that your agency have an active disaster preparedness and recovery program for the records needed to provide essential government services and protect legal rights."

John Carlin

Archivist of the United States

Training Opportunities

Vital Records Management Briefings

In order to help agencies adapt to the post-9/11 Federal environment, NARA's Northeast Region is offering vital records and disaster preparedness training for Federal managers throughout the Northeast. We are offering free two hour briefings on how to establish a vital records management program.

The briefings define vital records and their importance and also how a vital records program ensures that a Federal agency can resume business operations quickly in the event of a disaster. These briefings will be offered in nine cities across the Northeast.



These briefings have been designed with the full spectrum of Federal managers and program staff in mind. Vital Records Programs are relevant at all levels of the Federal government.

Disaster Preparedness and Disaster Recovery For Federal Managers and Staff

We are offering two comprehensive full-day workshops:

Disaster Preparedness focuses on the role of records, information and the records/information manager in the development of a continuity of operations plan. The workshop covers disaster planning and vital records management in the post-9/11 Federal environment.

Disaster Recovery emphasizes the recovery of records and information following a disaster or emergency. Topics covered include: preparation of a disaster recovery plan, contingency contracting, electronic systems backup, and physical recovery of damaged materials.

Targeted Assistance for Federal Agencies

NARA's Targeted Assistance program can help your agency plan for disasters. Our Senior Records Analysts can help you identify vital records and establish a vital records program; work with your office to write a disaster plan; and provide tailored vital records and disaster preparedness training.

For more information on how Targeted Assistance can help your agency, please contact Stephanie Fawcett, Director, Records Management Program, at (781) 647-8104, or by email at stephanie.fawcett@nara.gov.



Federal Agencies can take advantage of NARA's Targeted Assistance Initiative. Targeted Assistance can help your agency address your vital records and disaster preparedness needs.

Briefing Dates:

October 16, 2002	New York, NY
November 12, 2002	New Haven, CT
January 14, 2003	Providence, RI
January 15, 2003	Boston, MA
February 11, 2003	Newark, NJ
April 15, 2003	Buffalo, NY
May 13, 2003	Concord, NH
May 13, 2003	Burlington, VT

Disaster Preparedness for Federal Managers and Staff

October 22, 2002	Boston, MA
November 21, 2002	St. Thomas, USVI
January 28, 2003	New York City
February 18, 2003	San Juan, Puerto Rico
April 9, 2003	Portsmouth, NH
May 7, 2003	Trenton, NJ
August 13, 2003	Central Islip, NY

Disaster Recovery for Federal Managers and Staff

October 23, 2002	Boston, MA
November 22, 2002	St. Thomas, USVI
January 29, 2003	New York City
February 19, 2003	San Juan, Puerto Rico
April 10, 2003	Portsmouth, NH
May 8, 2003	Trenton, NJ
August 14, 2003	Central Islip, NY

Workshop Cost and Registration:

Each workshop cost \$125. Our Vital Records Management Briefings are free with advance registration. We accept checks, money orders (payable to NARA), VISA, Master Card and Government I.M.P.A.C. Cards. Agencies receive a 10% discount when payment is in advance of the workshop. There is a \$50 cancellation fee within 48 hours of the course.

To register for these courses please contact Jill Snyder at (781) 647-8104 or E-mail: jill.snyder@nara.gov.