



# Essential Records Webinars Now Available to Texas Local Governments



The State and Local Records Management Division (SLRM) of the Texas State Library and Archives Commission (TSLAC) is pleased to announce the availability of two *free* online essential records courses. Both courses are designed to assist participants in developing the identification and protection component of their Essential Records Program. Each course provides 7.5 hours of online training and a FEMA certificate of completion. Course participants may also 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.

## Course 1: Essential Records

The first course, *Essential Records*, presents a step-by-step approach to developing an essential records program based on FEMA's COOP guidance. Presented in four weekly webinar sessions, the course covers identification, protection, accessibility, and implementation of a practical essential records program. Take-home assignments completed between each session allow participants to apply what they learn to their own workplace and to begin developing the components of a comprehensive essential records program.

## Course 2: Records Emergency Planning and Response

Building on the lessons of the *Essential Records* course, the second course, *Records Emergency Planning and Response*, broadens the focus to all records. The course information will help agencies develop a plan for protecting and recovering essential records as well as other

records that are also important or useful in an emergency. 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.

## Course Logistics

Each course requires a weekly commitment to attend the webinars, complete the assigned homework, and take a pre- and post-course test. We recommend that participants take the introductory course, *Introduction to Records and Information Management*, prior to attending these webinars. This course is available here:

<http://rc.statearchivists.org/Content/IPER-Courses/Introduction-to-Records-and-Information-Management.aspx>.

It is also recommended that participants complete the *Essential Records* course before taking the *Records Emergency Planning and Response* webinar.

## How to Sign Up

The first course, *Essential Records* is being offered on Mondays from 10 a.m. – noon beginning October 18<sup>th</sup> through November 8<sup>th</sup>. Class size is limited, so please sign up at your earliest convenience. The cost of this course is **FREE**. To register for this course, please follow this link:

<http://rc.statearchivists.org/Courses/Default.aspx> and select "Texas" from the drop down menu.

## Contact Us!

If you have any questions, please contact Sarah Jacobson at [sjacobson@tsl.state.tx.us](mailto:sjacobson@tsl.state.tx.us).

