

Priorities for Emergency Preparedness Identified by State Archives and Records Management Programs

Immediate Priorities (next 3 to 6 months)

Communications and relationships

California	A	A2.2-2.9 Establish and maintain channels of communications with organizations and individuals responsible for overall emergency preparedness and recovery
Idaho	A	Records Legislation Task Force composed of representatives of 3 branches of State Government, City Government, County Government, Public education, and special districts (such as fire districts, etc.) needs to be created.
Kansas	ARM	Key relationships A2
Maryland	RM	Identify the appropriate Records Officers for each State department and agency
Maryland	RM	Inquire about the role of the State Archives in emergency planning and preparedness
Michigan	ARM	Learn names of NARA and FEMA officials
New York	ARM	Improve communication within the State Education Department (SED) and among SED, SEMO, service organizations, and our customers to ensure that records repositories and cultural institutions are appropriately included in any communication and the needs of those institutions are represented in any communication plan
North Dakota	A&RM	Continue networking with partners
Tennessee	A&RM	Improve TEMA communications

Connections to Federal and State Emergency Management Agencies

Alabama	ARM	Meet with state EMA and Homeland Security staff
Colorado	ARM	A4.2. Closer tie to SEMA/FEMA
Delaware	ARM	Develop working relationship with DEMA and get BARM into DEMA statewide plan
Florida	ARM	Increase relationships with other emergency response organizations
Georgia	ARM	Contact regional FEMA rep and possibly host training session.
Illinois	ARM	Meet with the Secretary of State Emergency Management Officer to discuss emergency management issues and determine the ISA's role in them
Kentucky	ARM	Begin closer coordination of activities with the state disaster planning agency
Maine	ARM	Contact Maine Emergency Management Agency to develop communication.
Maryland	A	COMAR review regulations and authority

Missouri	ARM	Establish dialogue with SEMA
Montana	A&RM	Get records related representation on Emergency Preparedness Planning Committee for MHS (A1.1)
Montana	A&RM	Seek out Emergency Preparedness Planners at state level and present records related concerns.
New Mexico	ARM	Establish a relationship with the state Office of Homeland Security - A2.2
New York	ARM	Increase Archives profile and strengthen Archives ties with SEMO; create greater collaboration between Archives and SEMO working within the SED/SEMO structure.
Oklahoma	ARM	Provide Training to the Oklahoma Disaster Recovery Assistance Team (ODRAT)
Oklahoma	ARM	Initiate a line of communication within the state's Office of Emergency Management for the eventual involvement of agency staff in the planning of records salvage and recovery.
South Carolina	ARM	Need to become involved with the State Emergency Management Department- will continue to pursue contact with SC Emergency Management Dept. (A2.2 and A2.3)
South Dakota	A&RM	Meet with SEMA to explain capabilities
Utah	ARM	A4 Establish involvement in the state's emergency response plan.
Virginia	ARM	Establish key contacts with SEMA.

Connections to Information Technology

Colorado	ARM	B5.3 Improve coordination with IT
Pennsylvania	ARM	Build better relationships with CIO and assess IT backup procedures

Connections to other emergency responders

Florida	ARM	Increase relationships with other emergency response organizations
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Disaster plans for ARM program itself

Alabama	ARM	Finalize/complete ADAH Disaster Plan including Pocket Response Plan
Arizona	ARM	Update the agency emergency preparedness plan, then more specifically, the ARM
Arizona	ARM	Develop procedures for reviewing agency emergency plans twice a year
Arkansas	ARM	plan--add a section on salvage priorities
California	A	Less than 3 months: A1.1 Update Archives emergency preparedness and recovery plan
Delaware	ARM	Update BARM Plan and review every 6 months
Hawaii	ARM	Update emergency response plan
Hawaii	ARM	Update emergency supply vendors
Idaho	A	The state archives emergency preparedness and recovery plan needs to add contacts, be updated, and perform regular tests

Illinois	ARM	Review Disaster and Emergency Preparedness Plans of other states
Indiana	ARM	Develop Procedures and Responses to Immediate Threats, Contacts, etc. (A1.29)
Kansas	ARM	Update plan A1.2, A1.3
Maine	ARM	Review existing disaster plan
Maryland	A	Update contact list
Massachusetts	ARM	Complete disaster plan update for 2006
Massachusetts	ARM	Implement new disaster plan
Minnesota	A	The MHS phone system will change during this time period, so all staff phone numbers will change. This will require updating the revised disaster preparedness and recovery plans, and distributing to MHS staff.
Mississippi	ARM	Complete emergency preparedness plans for both the Winter Building and the state records center
Missouri	ARM	Update contact information for disaster plan
Missouri	ARM	Review salvage priorities
Montana	A&RM	Complete pocket response plan (A1.21-22; A1-24)
Nebraska	ARM	Complete PReP
Nebraska	ARM	Update contact list/resources & indicate salvage priorities in L/A disaster plan
New Hampshire	ARM	Outline an emergency preparedness and recovery plan for the ARM
New Hampshire	ARM	Secure locations of equipment and supplies for emergency operation
New Mexico	ARM	Establish salvage priorities for this agency. A1.6
North Carolina	ARM	Outer Banks History Center plan up to date
North Carolina	ARM	Improve ARM plan (enlarge and improve where necessary)
Ohio	A	Conduct staff review of plan (ongoing)
Ohio	A	Identify salvage priorities/arrange recovery services
Ohio	A	Update internal plan; Schedule annual reviews
Oklahoma	ARM	Review and Revise Disaster Preparedness Plan
Pennsylvania	ARM	Add contact info for hospitals/medical centers to ARM plan, and add provisions for dealing with quarantine/epidemic
South Carolina	ARM	Disaster Recovery Plan needs to be updated for both the archives and records center and will be done by September 2006. (A1.2)
South Carolina	ARM	Coordinate with facilities management to review and update security and safety protocols and plans
South Dakota	A&RM	PReP
Tennessee	A&RM	Create or include procedures for specific Threats in BRP
Tennessee	A&RM	TSLA will complete d-Plan template and educate others in its use and advantages
Texas	ARM	A 1.11 Assign responsibility for inventorying and refreshing emergency supply cache contents periodically

Texas	ARM	A 1.14 Include contact information for: State and local emergency management agencies in the emergency response plan
Virginia	ARM	Complete and distribute pocket guide as part of assessment.
Washington	ARM	A1. Review, revise, and test emergency preparedness plan on an annual basis
Wisconsin	A	PRoP

State's emergency plan

California	A	A4.1 Revising state emergency preparedness plan
California	RM	A4.1 Involvement in revising the State's emergency operations plan.
Idaho	A	Archives and records personnel need to fully participate in the development and implementation of overall state emergency preparedness and response procedures as they relate to potential threats or damage to records
Illinois	ARM	Meet with the Secretary of State Emergency Management Officer to discuss emergency management issues and determine the ISA's role in them
Michigan	ARM	Provide feedback to DMB in ways to revise plan (more on disabled)
Oregon	ARM	Completion of the Disaster Preparedness and Recovery Manual for Local Government

Awareness and drills

California	A	A1.36 Staff and volunteers participate in emergency response drills at least twice a year. Also seek disaster response training for staff.
Florida	ARM	Increase awareness of staff of ARM emergency plan and procedures.
Florida	ARM	Conduct emergency response drills.
Illinois	ARM	Conduct Evacuation/Fire Drill
Nebraska	ARM	Meetings between A & RM staff to develop plan in concert
Pennsylvania	ARM	Participate in emergency response drills at least once a year
Tennessee	A&RM	Update disaster manual (BRP)
Tennessee	A&RM	Update new and existing staff in BRP procedures
Texas	ARM	A 1.35-37 Schedule these regularly: (1) Staff reviews the contents of the plan at least twice a year; (2) Staff and volunteers participate in emergency response drills at least twice a year; (3) New staff and volunteers receive training on ARM emergency
Virginia	ARM	Complete and distribute pocket guide as part of assessment.

COOP and vital records identification

Alabama	ARM	Determine level of completion of COOPS by state and local agencies
Colorado	ARM	Identify vital records
Delaware	ARM	Improve vital records identification for BARM

Indiana	ARM	Identify State and Local Vital Records as apart of Statewide COOP planning efforts (A1.5)
Iowa	ARM	Raise awareness of vital records responsibilities
Louisiana	ARM	Plan Identifies vital records (those essential for emergency operations, immediate resumption and continuity of business and legal or audit purposes).
Maryland	A	Review line of succession & update
New Mexico	ARM	Begin work on COOP A1.31, A1.32
North Carolina	ARM	Status of state agency and local gov't COOP plans
North Dakota	A&RM	Continue to cooperate on development of COOP
Oregon	ARM	Continued education on the need to address records and information recovery in the Statewide Business Continuity Plan (BCP)
Oregon	ARM	Completion of the Secretary of State's BCP
South Dakota	A&RM	Identify BIT recovery for continuity of business
Wisconsin	RM	Analyze completed Coop plans of major agencies

Knowledge about locations and contents of records

Louisiana	ARM	Develop GIS database to track all locations where governmental agencies at the State level store records.
Mississippi	ARM	Build a statewide database of cultural institutions with holdings and contact information of employees

Education and training

Arizona	ARM	Develop a 2 hour "training for emergency preparedness" module that we can incorporate into our statewide training of government records keepers.
Georgia	ARM	Contact regional FEMA rep and possibly host training session.
Kentucky	ARM	Develop training materials for disaster preparedness
Maine	ARM	Update plan, refresh resources, training
Mississippi	ARM	Develop training and information packets about emergency response for state and local government officials
New Hampshire	ARM	Outline a plan for training state and local officials
Oklahoma	ARM	Provide Training to the Oklahoma Disaster Recovery Assistance Team (ODRAT)
Tennessee	A&RM	TSLA will complete d-Plan template and educate others in its use and advantages
Washington	ARM	B5.1-17 Continue to do essential records protection and disaster preparedness training for state and local government agencies
Washington	ARM	C. Explore idea of extending emergency planning, response, education, and training to non-government repositories
West Virginia		Training for local officials

Wyoming	ARM	Training programs will include emergency preparedness and recovery information
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Services to nongovernment organizations and institutions

Arkansas	ARM	C3.1 – C3.6
Indiana	ARM	Develop, distribute, calculate results from SHRAB Survey of document repositories (B1 and C3)
Washington	ARM	C. Explore idea of extending emergency planning, response, education, and training to non-government repositories

Response

California	RM	A4.3 Timely access to disaster sites in order to assess damage to records and salvage records as necessary.
California	RM	A4.6 Access to emergency transportation, fuel and generators.
Kansas	ARM	Emergency response B4
Louisiana	ARM	Purchase of supplies not found in house for disaster response.
Massachusetts	ARM	Complete first aid/CPR training
Maryland	RM	Compile a list of outside vendors providing records related services
Missouri	ARM	Review salvage priorities
Michigan	ARM	Make plan available to regional/assist regionals in some way
Virginia	ARM	Establish / identify central point of coordination.
West Virginia		Identify locations for emergency response

Contracts for recovery services

Georgia	ARM	Set up pre-arranged contracts with recovery vendor (s) for archives
New York	ARM	Develop statewide or regional vendor contracts for emergency preparedness and response services for our customers.

Security storage

Kentucky	ARM	Identify and agree on locations for vital records storage (State Archives, agency facilities, alternative locations)
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Resources

Nevada	ARM	Requested additional Records Analysts positions in biennial budget
Nevada	ARM	Requested additional preservation/conservation positions in biennial budget
West Virginia	A	RMPB to establish emergency fund
Wyoming	ARM	Without resources, any action is questionable

Facilities

Minnesota	A	Ensure filters are changed in air filtration system for the archives storage area.
Minnesota	A	Modify plumbing system over MHS library and archives processing to mitigate leaking pipes.
Nevada	ARM	Requested a location for records management and records center in southern Nevada

Mid-term Priorities (next 6 months to 2 years)

Communications and relationships

Alabama	ARM	Ensure ADAH has a place in the state disaster response program.
California	RM	B4.1 Central point of coordination for response efforts related to damage to archives and records center.
Colorado	ARM	B4.1 Become this focal point
Indiana	ARM	Strengthen and Build Relationships to Outside entities (A2, C3)
Kentucky	ARM	Strengthen KDLA's communication with state and local agencies on disaster preparedness steps that can be taken now by those agencies
Maryland	A	Staff augmentation for outreach
Massachusetts	ARM	Build up relationships with other state agencies
Mississippi		Establish a position to oversee statewide emergency preparedness and response for government records – to foster relationship with MEMA, be knowledgeable about FEMA guidelines, develop a statewide emergency response network, seek funds for statewide training and planning, train state and local officials
Nebraska	ARM	Develop contacts with government agencies holding records of permanent value
Ohio	A	Identify and develop key relationships
Virginia	ARM	Establish relationships with professional organizations.
Washington	ARM	A2.1-6 – Build stronger emergency preparedness relationships with State Agencies
West Virginia		Develop task force of various types of records holders to share information
Wisconsin	A	Strengthening outside assistance

Connections to Federal and State Emergency Management Agencies

Arizona	ARM	Develop relationships with FEMA and state emergency planning agency and make certain that explicit information about the importance of archives and records is included in the state-wide plan as well as information about recovery. Also make certain that ARM is included in plans for command center to help with questions about salvage and records damage
Kentucky	ARM	Contribute training modules on records protection and salvage to SEMA for inclusion in their training programs
Louisiana	ARM	Agency is designated in State Emergency Management Plan as having lead responsibility for vital records/Desk in the disaster response command center
New Mexico	ARM	Establish a Relationship with the local FEMA office A2.9
North Carolina	ARM	Establish stronger contacts with Division of Emergency Management and county emergency management staff
North Carolina	ARM	Establish stronger contacts with FEMA representatives from our region

Oklahoma	ARM	Open a line of communication with state and federal agencies for the provision of information concerning training and continued national participation.
Tennessee	A&RM	Contact and coordinate with state EMA
Washington	ARM	A4 – Establish more contact with Emergency Management Division. Increase agencies' role in Washington State Comprehensive Emergency Plan, especially with responsibility for public records

Connections to Information Technology

Tennessee	A&RM	Coordinate BRP with Office of Information Resources (OIR) for record recovery
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Disaster plans for ARM program itself

Colorado	ARM	A1.3 Revise and update plan
Colorado	ARM	A1.35 Staff participation
Florida		Revise and Update plan Annually -
Hawaii	ARM	Set salvage priorities
Illinois	ARM	Develop a priority list specifying which records should be recovered first in an emergency
Illinois	ARM	Incorporate evacuation procedures into ISA internal disaster recovery plan
Iowa	ARM	Disaster plan for state records center
Kentucky	ARM	Update KDLA's emergency preparedness and recovery plan
Louisiana	ARM	Regular Training and Testing of Emergency Plans and Plan is revised and Updated Annually
Maine	ARM	Continue to update disaster plan with identification of key contacts and resources
Massachusetts	ARM	Set up fire drill schedule 2x/year
Michigan	ARM	Provide suggestion to HAL disaster committee on plan (could possibly spell out what's under DMB control, what's to be determined by Dept. of Dir. And Adm.
Minnesota	A	Revise the MHS emergency preparedness and response plans.
Missouri	ARM	Add Records Management contacts to disaster plan
Montana	A&RM	Get our internal emergency preparedness plan completed
Montana	A&RM	Organize training for salvage/recovery of various media (A1.30-34)
Nebraska	ARM	Disaster plan for state archives' K Street facility
Nebraska	ARM	Disaster plan for RM
New York	ARM	Develop more comprehensive emergency plan for State Records Center
South Carolina	ARM	Annual review and update of Disaster Recovery Plan- will set up schedule to begin reviewing our plan every year and making corrections. (A1.3 and A1.35)

South Dakota	A&RM	Records mgmt emergency disaster plan
South Dakota	A&RM	Update Archives emergency disaster plan
Tennessee	A&RM	Work with TSLA on the BRP
Tennessee	A&RM	Coordinate BRP with Office of Information Resources (OIR) for record recovery
Wisconsin	A	Continuity of Operations Plan
Wisconsin	RM	Incorporate suggestions from this survey and follow-up to develop a more formal program
Wyoming	ARM	A full and comprehensive assessment of the needs, resources, and solutions for Wyoming's records, at all levels and ownership. Then, developing and writing the plan, and implementing the items in the plan.

State's emergency plan

Georgia		Inclusion in state emergency plan
Kansas	ARM	Records preparedness B1
Louisiana	ARM	Agency is designated in State Emergency Management Plan as having lead responsibility for vital records/Desk in the disaster response command center
New Hampshire	ARM	Work with state agencies toward implementation of emergency plan
New Mexico	ARM	Become designated in state Emergency Management Plan as having lead responsibility for vital records - A2.3
New Mexico	ARM	Review revisions of the state emergency operations plan A4.1
Ohio	A	Work with SEMA to ensure OHS is included in state emergency planning (COOP)
Oklahoma	ARM	Assist in the creation of state agency Disaster Preparedness Manuals.
Utah		A4 Same as A4 above
Washington	ARM	A4 – Establish more contact with Emergency Management Division. Increase agencies' role in Washington State Comprehensive Emergency Plan, especially with responsibility for public records
West Virginia		State needs plan for government records (local, state, other and needs to provide funding for such
Wyoming	ARM	A full and comprehensive assessment of the needs, resources, and solutions for Wyoming's records, at all levels and ownership. Then, developing and writing the plan, and implementing the items in the plan.

Awareness and drills

Delaware		Keep BARM plan updated and incorporate COOP and COG; schedule and carry out regular drills
Louisiana	ARM	Regular Training and Testing of Emergency Plans and Plan is revised and Updated Annually
Montana	A&RM	Establish emergency response drills for our agencies

Ohio	A	Conduct OHS staff training in disaster planning and recovery, including drills
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COOP and vital records identification

Delaware		Enhance vital records identification and disaster preparedness statewide.
Delaware		Update retention schedules to include all vital records and disaster preparedness plans and monitor on a regular basis. Draft and distribute Pocket Response Plan Model to all agencies.
Delaware		Keep BARM plan updated and incorporate COOP and COG; schedule and carry out regular drills
Hawaii	ARM	Identify vital records
Idaho	A	All state and local government agencies need to have sound records management programs, with Continuity of Operations (COOP) plans and comprehensive records disposition schedules. B1.1-13
Idaho	A	The state archives need to maintain current contact and location information for certain records, especially those identified as vital. B3.1-13
Illinois	ARM	Identify vital records essential for emergency operations
Indiana	ARM	Access and Store Copies of Local COOP Plans
Louisiana	ARM	Agency is designated in State Emergency Management Plan as having lead responsibility for vital records/Desk in the disaster response command center
Maryland	A	Written COOP plan development (local govts)
Maryland	RM	Research existing vital records protection materials
Maryland	RM	Inform Records Management Officers regarding the need for vital records protection
Maryland	RM	Publish a manual on vital records protection
Nebraska	ARM	Develop contacts with government agencies holding records of permanent value
New Mexico	ARM	Become designated in state Emergency Management Plan as having lead responsibility for vital records - A2.3
North Dakota	A&RM	Identify vital records
North Dakota	A&RM	Backup/digitize archives vital records
Ohio	A	Work with SEMA to ensure OHS is included in state emergency planning (COOP)
Virginia	ARM	Integrate ARM into local disaster / COOP plans.
Wisconsin	A	Continuity of Operations Plan

Records scheduling in state agencies

Delaware		Update retention schedules to include all vital records and disaster preparedness plans and monitor on a regular basis. Draft and distribute Pocket Response Plan Model to all agencies.
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Delaware		Update retention schedules to include all vital records and disaster preparedness plans and monitor on a regular basis. Draft and distribute Pocket Response Plan Model to all agencies.
Idaho	A	All state and local government agencies need to have sound records management programs, with Continuity of Operations (COOP) plans and comprehensive records disposition schedules. B1.1-13
Kansas	ARM	Records preparedness B1
Louisiana	ARM	Update and increase the number and type of records retention and disposition schedules for State and Local Governments
Mississippi		?? List of MDAH agency records in offices other than Winter Building

Knowledge about locations and contents of records in non-government repositories

Alabama	ARM	Determine extent of archival records held by non-government entities in Alabama.
Florida		Increase knowledge of location of historical records programs and their collections
Nevada	ARM	Locate and identify significant historical collections in museums, historical societies, libraries and museums

Education and training

Alabama	ARM	Establish regular systematic disaster planning and response training program in Alabama
California	A	B5.1-5.11 Education and training on emergency preparedness for state government
Florida		Continue disaster recovery and response training in ARM training programs
Hawaii	ARM	Training
Indiana	ARM	Develop and Implement Statewide Training Programs for Records Recovery and Salvage (A1.30, B5)
Kentucky	ARM	Contribute training modules on records protection and salvage to SEMA for inclusion in their training programs
Maryland	RM	Inform Records Management Officers regarding the need for vital records protection
Massachusetts	ARM	Start monthly training program to include disaster training
Minnesota	A	Conduct a disaster response training exercise to include the Minnesota History Center and its network of 25 historic sites and museums.
Nevada	ARM	Strengthen training programs in disaster planning and recovery
New Hampshire	ARM	Begin implementing training & education for municipal & repository recordskeepers
New York	ARM	Develop and deliver improved emergency preparedness training and education for our customers.
Ohio	A	Conduct OHS staff training in disaster planning and recovery, including drills

Oklahoma	ARM	Provide Disaster Preparedness training to all state agency Records Management Coordinators.
Pennsylvania	ARM	Provide better training for judicial branch agencies (unified judicial system)
Pennsylvania	ARM	Provide better emergency management training to nongovernments/cultural institutions
South Carolina	ARM	Conduct more training workshops on disaster planning/recovery to wider audience of repositories.
South Dakota	A&RM	Hold disaster recovery workshop
West Virginia		Training for state officials
Wisconsin	A	Staff training

Services to state agencies

Arkansas	ARM	B4.3. Lab-based preservation and conservation services for state agencies
California	A	B1.1-1.6 Up to date records retention schedule for state government agencies with emergency information
California	A	B4.4-4.9 Provide response services to state agencies
California	A	B5.1-5.11 Education and training on emergency preparedness for state government
Idaho	A	Services required for emergency planning and recovery for archives and records should be available to all record keepers and repositories within the state, both public and private. The state archives should take the lead role in delivering these services C1.1-11
Louisiana	ARM	Establishment of Regional Records/Archives Centers and a Records Recovery Center
Massachusetts	ARM	Build up relationships with other state agencies
Mississippi		List of MDAH agency records in offices other than Winter Building
New Hampshire	ARM	Work with state agencies toward implementation of emergency plan
North Carolina	ARM	Launch SHRAB grant for disaster preparedness statewide conference and training initiatives
Pennsylvania	ARM	Provide better training for judicial branch agencies (unified judicial system)
Washington	ARM	A2.1-6 – Build stronger emergency preparedness relationships with State Agencies

Services to local governments

Indiana	ARM	Access and Store Copies of Local COOP Plans
Maryland	A	Written COOP plan development (local govts)
New Hampshire	ARM	Begin implementing training & education for municipal & repository recordskeepers
New Hampshire	ARM	Begin creating inventories of municipal repository holdings

Pennsylvania	ARM	Provide better training for judicial branch agencies (unified judicial system)
Virginia	ARM	Integrate ARM into local disaster / COOP plans.

Services to nongovernment organizations and institutions

Idaho	A	Services required for emergency planning and recovery for archives and records should be available to all record keepers and repositories within the state, both public and private. The state archives should take the lead role in delivering these services C1.1-11
Minnesota	A	Conduct a disaster response training exercise to include the Minnesota History Center and its network of 25 historic sites and museums.
New York	ARM	Ensure that there is accurate, current, and complete information on the locations and holdings of records repositories and cultural institutions statewide and that information is readily available to SED and SEMO, as necessary
North Carolina	ARM	Launch SHRAB grant for disaster preparedness statewide conference and training initiatives
Pennsylvania	ARM	Provide better emergency management training to nongovernments/cultural institutions
South Carolina	ARM	Conduct more training workshops on disaster planning/recovery to wider audience of repositories.
Texas		A 4.11 ARM to have organized and trained several teams of staff who can respond to various types of emergencies throughout the state
Washington	ARM	C. If feasible, begin extending more emergency planning, education, and training to non-government repositories
Wisconsin	A	Strengthening outside assistance

Response

Arizona	ARM	Develop a cadre of individuals willing to volunteer in emergencies in which government records are threatened or damaged
California	A	B4.4-4.9 Provide response services to state agencies
California	RM	B4.2 On-site assistance for localized disasters, e.g. professional archival, preservation, or conservation [for state agencies]
Georgia		Develop teams of responders to send out statewide
Louisiana	ARM	Establishment of Regional Records/Archives Centers and a Records Recovery Center
Louisiana	ARM	Development of ARM teams that can respond to various types of emergencies throughout state
Maine	ARM	Become familiar with emergency response and recovery services available to state government agencies
Missouri	ARM	Create "dirty room"
Nevada	ARM	Organize a statewide disaster response team

South Carolina	ARM	Create larger stock of recovery supplies available to other agencies and repositories if necessary
Texas		A 4.2 ARM to have desk in the disaster response command center to provide support and advice to first responders who encounter threatened or damaged records
Texas		A 4.9 ARM to have access to special unrestricted funds for emergency response
Texas		A 4.11 ARM to have organized and trained several teams of staff who can respond to various types of emergencies throughout the state
Virginia	ARM	Negotiate timely access to disaster sites.

Pre-arranged contracts for recovery

Arizona	ARM	Work with Records Management to get contracts with vendors so they will be in place in case of emergency
Louisiana	ARM	Pre-arranged contracts with vendors and suppliers of emergency response services, equipment and supplies.

Security storage

Kansas	ARM	Security storage B3
Maine	ARM	Inform State and local governments of the Archives as an off-site holder of security copies of records

Facilities and equipment

Minnesota	A	Install a new roof (25 year rated) on the Minnesota History Center.
Missouri	ARM	Purchase freezer dryer

Long-term Priorities (next 3 to 5 years)

Communications and relationships

Arizona	ARM	Work to develop a collaborative arrangement with historical records repositories through out the state to develop regional assistance for localized disasters.
California	RM	C1.1 Central point of coordination for response efforts to damage to archives and records center.
Delaware	ARM	Develop and maintain relationships with all other stakeholders statewide
Indiana	ARM	Strengthen and Build Relationships to Outside entities (A2, C3)
Minnesota	A	Establish a state-wide mutual aid network for disaster response
North Carolina	ARM	Desk at state command center during disaster situations
North Carolina	ARM	Broader participation in emergency response activities involving records
North Dakota	A&RM	Get records on emergency radar at state level
Ohio	A	Create a statewide network for disaster response
South Dakota	A&RM	Identify local freezer, freeze-dry facilities & establish relationship
Tennessee	A&RM	Better communication & coordination with all agencies and across all branches of state government
Texas	ARM	A 2.10 Establish relationship with FEB, FEC, FEA

Connections to Federal and State Emergency Management Agencies

California	RM	C1.1 Central point of coordination for response efforts to damage to archives and records center.
Colorado	ARM	Become partner with SEMA/FEMA
Colorado	ARM	Emergency planning to become part of services offered
Delaware	ARM	Develop and maintain working relationships with appropriate DEMA and IT staff
Nevada	ARM	Create and maintain a lasting relationship with the Division of Emergency Management for inclusion participating in updating statewide emergency plan.
South Carolina	ARM	Solidify relationship within State Emergency Management, including requirements for vital records in the state plans.
South Dakota	A&RM	Develop relationships with federal records/recovery agencies
Virginia	ARM	Target National Guard to create record preservation awareness.

Connections to Information Technology

Texas	ARM	A 2.13 Establish relationship with IT chapters/ associations
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Disaster plans for ARM program itself

Florida	ARM	Revise and Update plan annually
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Maryland	A	Review and revision of plan
Missouri	ARM	Comprehensive revamping of disaster plan to include entire Division of Records Services
Washington	ARM	A1.1-37 – Disaster preparedness plan, with most components, for all State Archives Buildings
Wyoming	ARM	Testing and updating the plan, if written

State's emergency plan

Alabama	ARM	Every state and local agency has a disaster response plan in place
Alabama	ARM	EMA/Homeland Security Disaster Response fully includes records issues and records/archives personnel.
Illinois	ARM	Work with Secretary of State Emergency Management office in developing a plan to assist other SOS departments in dealing with disasters
Illinois	ARM	Work with Secretary of State Emergency Management office in developing a plan to assist all state agencies in dealing with disasters
Louisiana	ARM	Develop GIS database to track all locations where governmental agencies at the Local level store records.
Montana	A&RM	Have records related representation and training materials part of state-wide disaster preparedness efforts
New Hampshire	ARM	Update security measures for records statewide
North Carolina	ARM	Desk at state command center during disaster situations
Wisconsin	A	State wide archives & records emergency response plan

Awareness and drills

Maryland	RM	Conduct a mock drill in select agency offices
Nebraska	ARM	Test disaster plan in practice situations
New Hampshire	ARM	Implement annual training sessions for ARM staff & others

COOP and vital records identification

Kentucky	ARM	Continue to update all retention schedules with special attention given to ensuring that information identifying agency vital records (essential to business continuity) is current and complete.
Maryland	RM	Develop training materials for vital records protection
Mississippi		Assist local governments in better management and preservation of vital records
New Mexico	ARM	Establish criteria for which records are to be considered essential A4.5
South Carolina	ARM	Solidify relationship within State Emergency Management, including requirements for vital records in the state plans.

Records scheduling in state agencies and local governments

Arkansas	ARM	A3.1, A3.2, A3.9, A3.17 (ARM role in setting standards for records, records scheduling for state agencies)
Idaho	A	All state and local government agencies need to have sound records management programs, with Continuity of Operations (COOP) plans and comprehensive records disposition schedules. B1.1-13
Kentucky	ARM	Continue to update all retention schedules with special attention given to ensuring that information identifying agency vital records (essential to business continuity) is current and complete.
Oklahoma	ARM	As requested, assist local governments with the development of records disposition schedules.
Utah	ARM	B4. Emergency response and recovery services available to state and local government agencies. Identification of and recovery plans for state and local government records.

Accessions into state archives

Delaware	ARM	Begin active accessioning of selected records possessing high levels of both vital and historical importance – specifically those that are available in digital format
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Knowledge about locations and contents of records

Arizona	ARM	Statewide survey of historical state and local government records and where they are stored
Arizona	ARM	Statewide records and storage facilities located on GIS
Idaho	A	The state needs to compile and maintain directories of organizations within its borders that have significant archival holdings. For each repository, these directories should identify the location of the facility, contact information for the individuals in charge, and the volume and types of records and/or collections held in these facilities. Compilation and maintenance of these directories should be a function managed primarily by the state archives. C3.1-6
Louisiana	ARM	Develop GIS database to track all locations where governmental agencies at the Local level store records.
Nevada	ARM	Maintain directory of significant historical collections in museums, historical societies, libraries and museums
Pennsylvania	ARM	Conduct/update the ARM's survey of holdings by nongovernments and cultural institutions
Texas	ARM	C 3.2-5 Gain knowledge of the records in nongovernment archival repositories: (1) Museums holding archival records; (2) Libraries holding archival records; (3) Historical societies holding archival records; (4) Historic sites holding archival records
Utah	ARM	C3. Knowledge about the location, type, and extent of records held in non-government archival repositories and cultural institutions statewide.

Education and training

California	A	B5.12-5.17 Education & training for local governments
Colorado	ARM	Educate & learn
Florida	ARM	Continue disaster recovery and response training in ARM training programs
Hawaii	ARM	Training
Idaho	A	State and local government agencies and other key organizations should be fully aware of records-related concerns as they apply to emergency planning and receive appropriate training about how to respond when government records are threatened or damaged. The state archives should take primary responsibility for delivering this training B5.1-20
Idaho	A	Training on disaster planning and preparation should be readily available to archivists and records managers working in non-government institutions and organizations. The state archives should take primary responsibility for delivering this training. C2.1-10
Iowa	ARM	Training for state officials
Iowa	ARM	Training for local officials
Kansas	ARM	Training programs
Kansas	ARM	Training for local governments
Kentucky	ARM	Continue training agencies in disaster preparedness
Maine	ARM	Obtain .5 FTE with specific responsibility for disaster preparedness and response within the Archives and for local government training. Also outreach for other cultural organizations.
Maryland	RM	Develop training materials for vital records protection
Maryland	RM	Conduct training sessions Statewide
Massachusetts	ARM	Increase training with state and local agencies
Montana	A&RM	Have records related representation and training materials part of state-wide disaster preparedness efforts
Montana	A&RM	Provide educational training on protection and salvage of government records
New Hampshire	ARM	Implement annual training sessions for ARM staff & others
New Hampshire	ARM	Hold regular training sessions re: salvage & resotration of damaged records
North Carolina	ARM	Further training for section staff
Ohio	A	Secure grant for disaster response training
Ohio	A	Conduct disaster response workshops on a regular basis
South Carolina	ARM	Create more preservation education/preparedness education and training across the state
Tennessee	A&RM	BRP training regarding records
Tennessee	A&RM	TSLA will restructure training opportunities and coordinate with cultural agencies to improve preparedness

Utah	ARM	B5. Education and training concerning protection and salvage of government records.
Virginia	ARM	Extend training opportunities to local governments.
Virginia	ARM	Gather information on non-governmental repositories.
West Virginia		Long term training for records holders

Services to state agencies

Nebraska	ARM	Assist other agencies/institutions to develop disaster plans
South Carolina	ARM	Increase volume of conservation services
Utah	ARM	B4. Emergency response and recovery services available to state and local government agencies. Identification of and recovery plans for state and local government records.

Services to local governments

California	A	A3.25-3.32 Records services for local governments
California	A	B4.14-4.19 Response services for local governments
California	A	B5.12-5.17 Education & training for local governments
Idaho	A	State and local government agencies and other key organizations should be fully aware of records-related concerns as they apply to emergency planning and receive appropriate training about how to respond when government records are threatened or damaged. The state archives should take primary responsibility for delivering this training B5.1-20
Iowa	ARM	Training for local officials
Kansas	ARM	Training for local governments
Louisiana	ARM	Develop GIS database to track all locations where governmental agencies at the Local level store records.
Maine	ARM	Obtain .5 FTE with specific responsibility for disaster preparedness and response within the Archives and for local government training. Also outreach for other cultural organizations.
Mississippi		Assist local governments in better management and preservation of vital records
Nebraska	ARM	Assist other agencies/institutions to develop disaster plans
New Mexico	ARM	Establish requirements for municipalities
Oklahoma	ARM	As requested, assist local governments with the development of records disposition schedules.
South Carolina	ARM	Increase volume of conservation services
South Dakota	A&RM	Develop generic records disaster recovery guidelines for local govts & public
Virginia	ARM	Extend training opportunities to local governments.
Washington	ARM	A3.31 Increase resources for conservation services to local government agencies

Services to nongovernment organizations and institutions

California	RM	C1.1 Central point of coordination for response efforts to damage to archives and records center.
Idaho	A	Training on disaster planning and preparation should be readily available to archivists and records managers working in non-government institutions and organizations. The state archives should take primary responsibility for delivering this training. C2.1-10
Illinois	ARM	Coordinate with Illinois State Library and Illinois State Historic Preservation Agency to provide disaster preparedness training to small archives, libraries, and historical societies
Kentucky	ARM	Build closer relationships with non-governmental institutions that might need our help in disaster planning and preparedness and training
Maine	ARM	Obtain .5 FTE with specific responsibility for disaster preparedness and response within the Archives and for local government training. Also outreach for other cultural organizations.
Maine	ARM	Provide grants to historical records repositories to create and implement local disaster plans.
Minnesota	A	Continue to encourage and assist archival repositories with developing disaster preparedness and recovery plans
Minnesota	A	Establish a state-wide mutual aid network for disaster response
Minnesota	A	Continue to provide disaster response advice and assistance to archival repositories state-wide
Mississippi	ARM	Establish a regional preservation & emergency response center to serve the Gulf Coast region
Nebraska	ARM	Assist other agencies/institutions to develop disaster plans
Pennsylvania	ARM	Provide better, centralized assistance for localized disasters to nonstate entities
South Carolina	ARM	Increase volume of conservation services
South Dakota	A&RM	Develop generic records disaster recovery guidelines for local govts & public
Tennessee	A&RM	TSLA will restructure training opportunities and coordinate with cultural agencies to improve preparedness
Virginia	ARM	Gather information on non-governmental repositories.

Response

Arizona	ARM	Make certain that ARM is included in plans for command center to help with questions about salvage and records damage
California	A	B4.14-4.19 Response services for local governments
Mississippi	ARM	Establish a regional preservation & emergency response center to serve the Gulf Coast region
Nevada	ARM	Maintain a statewide disaster response team
New Mexico	ARM	Coordinate records-related assessment/salvage activities throughout the response period A4.4

South Dakota	A&RM	Identify local freezer, freeze-dry facilities & establish relationship
West Virginia		Continue task force work to share information and develop procedures for more automatic response
Wisconsin	A	Redesigned WHS disaster response to collections manual

Pre-arranged contracts for recovery

Hawaii	ARM	Contract with emergency response provider
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Security storage

Delaware	ARM	Improve security storage; identify alternative secure storage and establish agreement with closest source
Louisiana	ARM	ARM provides security storage for electronic media
Montana	A&RM	Establish security storage ideas for ourselves and other state agencies—either through RMB or MHS
New York	ARM	Ensure that new storage facility design incorporates features to reduce risks; consider including facilities for secure storage of master microforms and electronic files
North Dakota	A&RM	Security storage for master microfilm, etc.
Tennessee	A&RM	Establish storage security

Facilities and equipment

Maine	ARM	Upgrade fire suppression, water intrusion, HVAC systems serving the Archives
New York	ARM	Ensure that new storage facility design incorporates features to reduce risks; consider including facilities for secure storage of master microforms and electronic files
Oklahoma	ARM	Provide adequate storage facilities for all state agency records. This will provide for permanent and impermanent records.

Resources and authority

Maine	ARM	Obtain .5 FTE with specific responsibility for disaster preparedness and response within the Archives and for local government training. Also outreach for other cultural organizations.
Massachusetts	ARM	Seek legislation giving ARM more oversight & authority
Massachusetts	ARM	Seek funding for additional staff/resources
Montana	A&RM	Revise legislative mandates re records management and archival records to allow for punitive actions for non-compliance
Ohio	A	Secure grant for disaster response training
Texas	ARM	A 4.10 ARM to add least one full-time staff member with responsibility to coordinate emergency response and recovery efforts
West Virginia		Statutory overhaul to improve response