

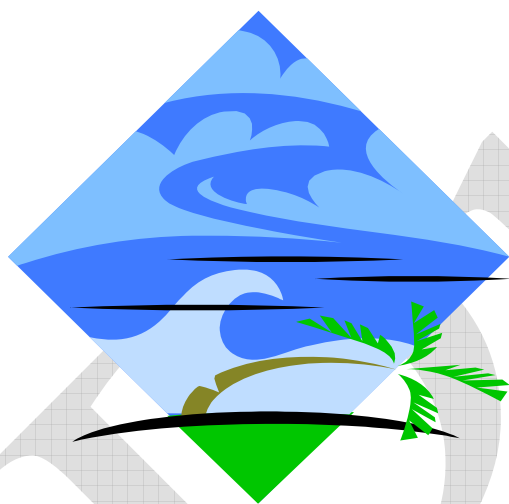
The National Archives & Records Administration Presents

# Records Management Workshops

*February 17-18, 2010  
Honolulu, Hawaii*

## Our Workshops...

NARA's records management workshops are designed to train Federal managers and staff in standard records management practices and are offered at little or no cost to your agency.



To register, please go to  
<http://nara.learn.com>

For more information please contact us at (206) 336-5115, or via e-mail:  
[seattle.workshops@nara.gov](mailto:seattle.workshops@nara.gov)

**Additional NARA/Pacific Alaska Region workshop information is available at:**

<http://www.archives.gov/pacific-alaska/seattle/agencies/training.html>

## Emergency Planning and Response for Vital Records and Essential Information

**February 17-18, 2010 (8:30 am to 4:30 pm)**

What are your records responsibilities in an emergency or disaster? This course provides the knowledge and skills required to identify, protect, and make readily available the vital records needed during a disaster or emergency and to support the resumption of critical business functions after a disaster. Preparing a records emergency action plan, records disaster mitigation, as well as records salvage and recovery are all covered in this workshop. Includes a hands-on mock records disaster salvage exercise. This course targets individuals with records responsibilities, managers, staff, and is applicable to local government employees as well. **Fee: \$300**

