



GOVERNMENT OF THE VIRGIN ISLANDS OF THE UNITED STATES

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DEPARTMENT OF PLANNING AND NATURAL RESOURCES

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DPNR TRAINING ON RECORDS MANAGEMENT AND ESSENTIAL GOVERNMENT RECORDS

Commissioner Dawn L. Henry, Esq. is pleased to announce that more than 20 Department of Planning and Natural Resource employees territory-wide will participate in records management training administered by the Territorial Archives, a unit of DPNR's Division of Libraries, Archives and Museums. Training begins Monday, November 9, 2015 and will take place over several days during a six-week period.

DPNR is one of the lead Virgin Islands Government agencies participating in a professional education opportunity offered nationwide through state and territorial archives under the Intergovernmental Preparedness for Essential Records (IPER) Project. The IPER Project was developed and funded by a \$2.6 million grant from the Federal Emergency Management Agency (FEMA) to the Council of State Archivists (CoSA). The educational program has been active across the U.S. since 2010.

The extensive training targeting territorial government managers and staff will cover the basics of records management and the identification and protection of essential government records before, during and after disasters. A special focus of the curriculum will be on government records—regardless of format—that protect the health, safety, property and rights of residents, and those that are essential for the resumption of government operations in times of emergency.

Essential government records include everything from emergency plans to deeds, medical records, payroll records, infrastructure documentation and environmental assessments. Very often historical records must also be relied upon by communities in times of disaster to help restore normal government operations.

"DPNR's training is not just about implementing effective records management of essential records", "Preparing for government records emergencies requires established cooperation and coordination among archivists and records managers, chief information officers and technology staff, and emergency and continuity of operations (COOP) managers", said Commissioner Henry. IPER Instructor for the Virgin Islands, Territorial Archivist, Susan Lugo, is working with representatives from each of these groups in order to foster collaborative bonds across government agencies and divisions and between islands.

To learn more about how Territorial Government agencies can schedule training, email the Territorial Archivist at susan.lugo@dpnr.vi.gov or contact her by telephone at the Charles Wesley Turnbull Regional Public Library at 340-774-0630. Information on IPER course content is viewable on the CoSA website at <http://rc.statearchivists.org/Content/Emergency-Preparedness/IPER-Courses.aspx>.

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