

Resources and assistance in **GEORGIA** for topics covered in the original IPER courses

[Essential Records](#) | [Records Emergency Planning & Response](#)

Essential Records

1. **Main page for my state or territory in the CoSA Resource Center**
Georgia main page in the CoSA Resource Center
www.statearchivists.org/research-resources/resource-center/
2. **State/territorial archives and records management program(s)**
www.georgiaarchives.org/records/
3. **The Georgia Archives home page**
www.GeorgiaArchives.org
4. **Definitions of essential records in statutes and regulations**
 - O.C.G.A. 50-18-91(10) [called "vital" records in this definition].
"Vital records" means any record vital to the resumption or continuation of operations, or both; to the re-creation of the legal and financial status of government in the state; or to the protection and fulfillment of obligations to citizens of the state.
5. **Laws and regulations addressing emergency management and records management**
 - [O.C.G.A. 50-18-93\(2\)](#) – Develop and issue procedures, rules, and regulations establishing standards for efficient and economical management methods relating to the creation, maintenance, utilization, retention, preservation, and disposition of records, filing equipment, supplies, microfilming of records, and [essential] vital records programs"
 - [O.C.G.A. 50-18-93](#) – Assist state agencies in implementing records programs by providing consultative services in records management, conducting surveys in order to recommend more efficient records management practices, and providing training for records management personnel
 - [O.C.G.A. 50-18-94](#) – It shall be the duty of each agency to Establish and maintain an active and continuing program for the economical and efficient management of records and assist the division in the conduct of records management surveys.
 - [O.C.G.A. 50-18-99](#) – The Board of Regents of the University System of Georgia, through the division, shall coordinate all records management matters for purposes of this Code section. The division shall provide local governments with a list of common types of records maintained together with recommended retention periods and shall provide training and assistance as required. The division shall advise local governments of records of historical value which may be deposited in the state archives. All other records shall be maintained by the local government.
 - **For summary of other Georgia record laws, see O.C.G.A. 50-18-90 through 50-18-103:** <https://advance.lexis.com/>
6. **Resources on identifying risks that are relevant to my state/locality**

- Georgia Emergency Management Agency – <https://gema.georgia.gov/>
 - Georgia Emergency Management Agency – Georgia Disaster History <https://gema.georgia.gov/georgia-disaster-history>
 - FEMA Disaster Maps and Information <https://hazards.fema.gov/nri/map>
7. **State/local regulations or guidelines addressing the protection of essential records**
- **Atlanta**
www.atlantaga.gov/government/mayor-s-office/executive-offices/office-of-emergency-preparedness/
 - **Savannah**
www.chathamemergency.org/About/Plans
8. **Continuity of Operations (COOP) plans: examples and templates**
- Georgia Emergency Management Agency – Mitigation Planning <https://gema.georgia.gov/gemahs-mitigation-planning-documents>
 - FEMA COOP Resources www.fema.gov/emergency-managers/national-preparedness/

Records Emergency Planning and Response

1. **Main page for my state or territory in the CoSA Resource Center**
Georgia main page in the IPER Resource Center
www.statearchivists.org/research-resources/resource-center/
2. **State/territorial archives and records management program(s)**
www.georgiaarchives.org/records/
3. **The emergency response plan for my state or territory**
Georgia Emergency Operations Plan
<https://gema.georgia.gov/what-we-do/planning>
4. **A directory of vendors, contractors, and suppliers who specialize in various aspects of emergency response and recovery**
www.georgiaarchives.org/assets/
Society of American Archivists Disaster Planning and Response Resources
www2.archivists.org/groups/regional-archival-associations-consortium-raac/disaster-planning-and-response-resources
5. **My state's sources of archivists and conservators**
www.soga.org/resource/repositories
6. **Response and recovery resources available in my area**
 - **Emergency advice from the Georgia Archives**
www.georgiaarchives.org/caring_for_records
 - **Ready Georgia**
<https://gema.georgia.gov/plan-prepare/ready-georgia>
 - **Emergency advice from the Society of Georgia Archivists**
<http://www.soga.org/disasterprep>

Introduction to Records and Information Management

- 1. University of Georgia Introduction to Records Management**
<https://kaltura.uga.edu/>
- 2. Georgia Archives Records Services**
www.georgiaarchives.org/records/
- 3. Georgia Records Laws and Regulations**
www.georgiaarchives.org/records/laws
- 4. University System of Georgia Records Management and Archives FAQ**
www.usg.edu/records_management/faq/