State Archives of Ohio presents:

Concepts in Records Management:
Disaster Preparedness

Every year there are instances of damage to important government records as a result of various disasters. This webinar will introduce steps to developing a disaster plan and proper methods and procedures to safeguard records.

Key concepts will include:
- Developing a disaster plan
- Identifying potential disasters
- Identifying vital records
- Methods and procedures to safeguard records
- Storage/environmental considerations

Cost: $20.00

For more information, please contact localrecs@ohiohistory.org or 614.297.2553.