

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.