

A DISASTER WAITING TO HAPPEN:
PREP through Archives Facility Management
(Prepare, Respond, Engage, & Protect)

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Photo credit: ARMA International

Louisiana State Archives

- The State Archives was created by the Louisiana Legislature in 1956 and was designated as the official repository for the State's historical records.
- Our mission is to identify, collect, preserve, maintain, and make available the records and artifacts that may enhance one's understanding of the history of the State of Louisiana
- For the first 30 years of its existence, the Archives was housed at several inadequate facilities. The current Archives building (pictured here) was completed in 1987 and regarded as the most premier archival facility at that time.



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What is a State Archive?

A State Archives is the permanent government repository for a state's historical records and/or artifacts.

- In Louisiana, the State Archivist oversees both the statewide historical records repository and the statewide records management program.
- The Louisiana Archives provides a variety of services to government agencies and the public through its five main departments:
 - Collections Management (Document Processing and Audiovisual Processing)
 - Records Services (Records Management and Records Center)
 - Reference Services (Reference Library and Vital Records)
 - Imaging and Preservation Services (Digitization and Microfilm)
 - Conservation Services (Conservation and Exhibits)

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Productive Programming is *Impossible* without Proper Facility Management

- Where your records live and where your people work determine the success of your programming.
- The goal is for a pleasant and productive work environment. To facilitate this, you must have a safe and properly equipped facility.
- Proper facility management includes: building management, records/artifact/asset management, and human resources management.

People, Places, and Things

Why is Facility Management Important?

- **Legal Requirement**
 - Satisfies state and federal laws and regulations that require your agency to safeguard your records and your staff from unwanted risks
- **Vital Records Protection**
 - Safeguard essential records for business continuity
- **Cost Effective**
 - Proper maintenance and incremental improvement prevent long range programmatic failures
- **Security**
 - Protects confidential information
 - Prevents unwanted access to your facility, staff, and records



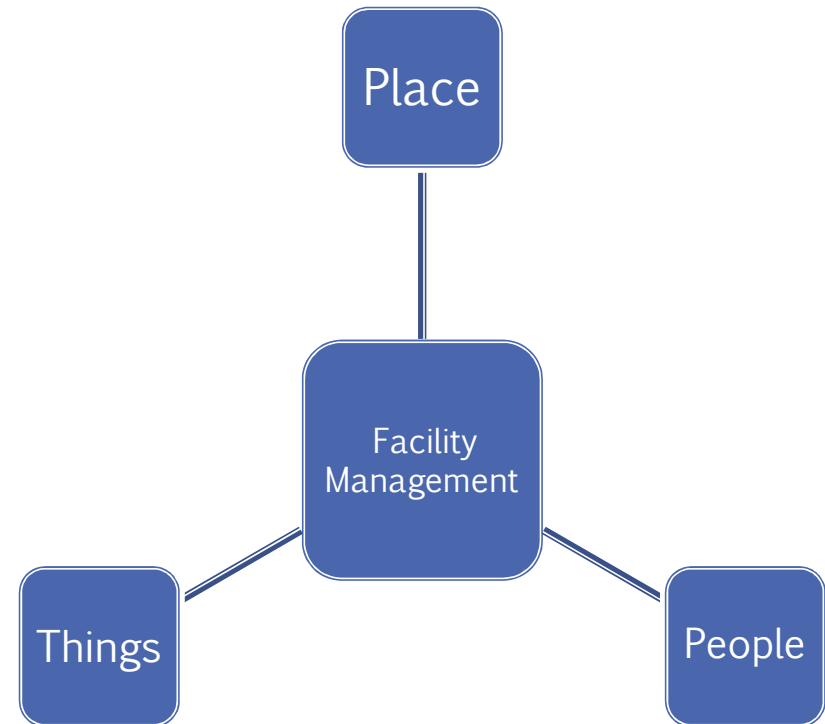


PREP: PREPARE through Facility Management

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What Do You Need to PREPARE?

- Facility
 - Business Continuity Plan
 - What is the pre-emergency prep?
 - What is the post-emergency prep?
- Records and Artifacts
 - Salvage Priority List
- Staff
 - Who is on call?
 - How do you reach them?
 - What are their roles?
 - What are their skills?
 - What do you do if you need reinforcements?



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PREPARE Your Facility

Long Range
Planning

Business
Continuity
Plan

Disaster is
Imminent

Pre-
Emergency
plan

Immediate
Reaction

Post-
Emergency
Plan

Now What?

Insurance
Claims and
Recovery

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PREPARE Your Records – Identify Vital Records for Salvage Priority List



"Vital records" means any record essential to either or both the resumption or continuation of operations, to verification or 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.

Ask these questions to determine if a record is vital:

- Are the records required for emergency response?
- Are the records required to resume or continue operations after a disaster?
- Do the records protect the health, safety, property, and rights of the people and/or the government?
- Would the records require massive resources to reconstruct them?
- Do the records document the history of the state? Are they are irreplaceable?

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PREPARE Your People

Waiting

- Who is on call?
- How do you reach them?
- What are their roles?
- What are their skills?



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Responding

- What do you do if you need reinforcements?



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PREP: RESPOND to Facility Disasters

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RESPOND: Factors to Consider

- Call out list:
 - Facility Manager
 - Director/State Archivist
 - Staff Manager
 - Affected Supervisors
 - Response Team

- ✓ Have all of your direct reports contact numbers and their subordinates saved into your phone
- ✓ Have numbers for emergency contacts for direct reports
- ✓ Don't forget to report to your agency executive team as soon as practical



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What Qualifies as a Disaster?



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RESPOND: Who Needs to Get Back to the Facility?



- Has your facility been cleared by all the proper authorities?
- Is it safe to return to the facility?
- Who will return first?
- How will you notify staff when to return?
- Will your services be limited in any way?
- Will you be able to allow the public into your facility?

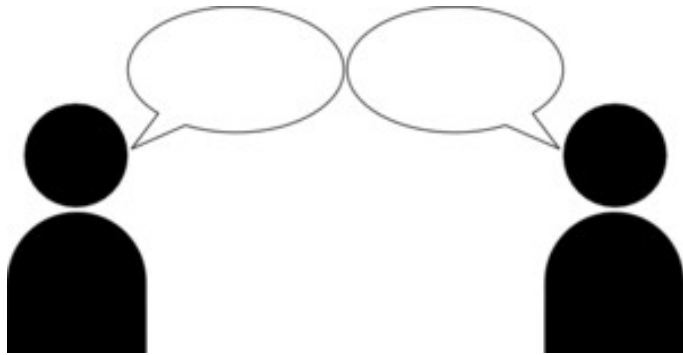
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PREP: ENGAGE with Stakeholders after a Facility Crisis

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ENGAGE the Public during or after a Disaster



- Clearly delineate who is authorized to speak on behalf of your agency during and after a disaster response.
- Utilize your agency's communications team if you need to communicate with the media or public at large.
- Use the communication channels that are available to you to reach customers and members.
- Sometimes it is not necessary to respond to every outlet. Choose the most effective communication channels for your agency.
- Do not forget to update auto-reply emails, voice messaging, websites, social media, and other formats used regularly for communication.

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PREP: PROTECT Assets for Future Preparedness

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PROTECT Your Institution

“Protect” means to safeguard – What safeguards do you have in place that are better than before?

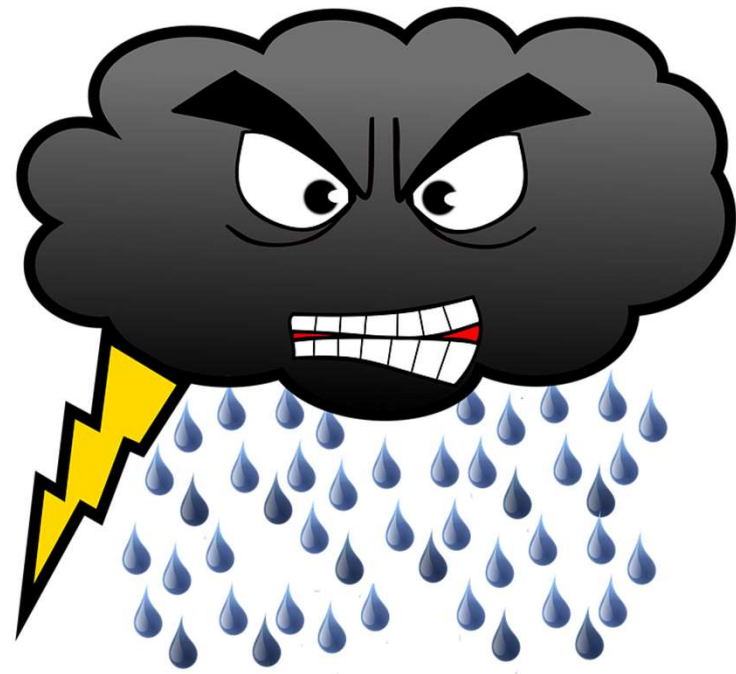


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- Document what you have learned from each incident.
- Make a plan to address the shortcomings of your disaster preparedness.
- Purchase the resources needed to maximize response time.
- Communicate to your team how and why improvements are necessary.

PROTECT Your Agency – Report Damaged Records to State Partners and Internal Stakeholders

- Report any damaged or unauthorized deletion or alteration of records to your state's appropriate agency.
- Send damage or disposal forms to appropriate records agency.
- Note: State partners may have an obligation to refer any unlawful removal or destruction of records to the Legislative Auditor, Inspector General, or Attorney General for investigation.



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PROTECT Your Financial Assets

- Use your salvage priority list to segregate records for remediation
- Do you have damaged records that are eligible to be destroyed? Don't waste assets saving this!
- Dispose of confidential records in secure manner (shred, incinerate, macerate, pulverize)



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Any Questions?



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