

Office of the Public Records Administrator
Connecticut State Library
231 Capitol Ave.
Hartford, CT 06106-1537



IIMC Certified — One Point:
Certified Municipal Clerk (CMC) & Master Municipal Clerk (MMC) Programs

Presented by the Connecticut State Library, Office of the Public Records Administrator and State Archives



In Case of Emergency: Preventing and Preparing for Records Disasters

Thursday, June 7, 2007, 8:30 am to 4:00 pm
Keeney Memorial Cultural Center, 200 Main Street, Wethersfield, CT

Workshop Schedule

8:30 am Registration &
Continental Breakfast
9:00 am Introduction & Overview
9:15 am Fire Safety Issues
10:15 am Break & Refreshments
10:30 am Preventing Disasters
12:00 pm Lunch (Provided)
1:00 pm Preparing for Disasters
1:30 pm Using dPlan
2:30 pm Break & Refreshments
2:45 pm Sustaining Preparedness
3:30 pm Discussion & Questions
4:00 pm Adjournment

Disaster Planning prepares your institution to respond quickly to emergencies – and to prevent emergencies from spiraling into disasters.

This program will examine two facets of disaster planning – prevention and preparedness.

The morning segment will help you identify and assess risks to your records and prevent some emergencies altogether.

The afternoon segment will introduce participants to dPlan, a free, online disaster-planning tool that generates a printed disaster plan customized to your institution.

If you'd like to take a look at dPlan in advance, see www.dplan.org.



Lori Foley is Director of Field Service for the Northeast Document Conservation Center in Andover, Massachusetts. Founded in 1973, NEDCC is the largest nonprofit, regional conservation center in the United States. Lori manages NEDCC's ongoing education and outreach activities, including workshops, courses, and conferences; a free reference service; publications; surveys; and disaster assistance, in the New England region and beyond.

Directions The Keeney Center is located off Exit 26 from I-91, at 200 Main Street in Wethersfield, just south of Hartford. **Parking is free.** From the parking lot, enter at the rear entrance under the green awning.

- **On I-91 NORTH**, take **exit 26** ("Old Wethersfield"). Turn **left off the ramp**, then **left at next stop sign**. Go to end and turn **left onto Marsh Street**. Follow Marsh Street, which curves around Village Cemetery. At the stop sign, turn **left onto Main Street**. Keeney is the third building on your left. Just past the building, turn **left into the driveway** (marked "Public Parking").
- **On I-91 SOUTH**, take **exit 26** ("Old Wethersfield"). Turn **right off the ramp**, then immediately **left onto Marsh Street**. Follow Marsh Street, which curves around Village Cemetery. At the stop sign, turn **left onto Main Street**. Keeney is the third building on your left. Just past the building, turn **left into the driveway** (marked "Public Parking").
- **If traveling locally**, from **Silas Deane Highway (Rte. 99)**, turn **east onto Church Street** (at The Corner Store). At the second stop sign, turn **right onto Main Street**. Keeney is the third building on your left. Just past the building, turn **left into the driveway** (marked "Public Parking").

Register by May 30 Free of charge. Please register by **one** of the following methods:

Email: kmakover@cslib.org **Phone:** (860) 566-1100 x 303 **Fax:** (860) 566-1118

Or Mail (by 5/24): Public Records Administrator, 231 Capitol Ave., Hartford, CT 06106

A Town Clerk or his/her designee receives first priority. Requests for a **second attendee** from a town will be approved on a space available basis. If you have a **special dietary need**, please call (860) 566-1100 x 303 to make arrangements.

Name: _____ Municipality: _____

Title: _____ Phone: (_____) _____ Email: _____