

Recordkeeping Forum Programme 30/09/04

“Disaster Preparedness and Vital Records Programmes”

- From 9.35am Registration, coffee and networking
- 10.00am Welcome
- 10.05am Managing risk around records
Sophie Young (Archives New Zealand)
- The place of disaster preparedness within a well managed records management programme
 - Vital records identification
 - Business continuity
- 10.35am Tea break
- 11.00am Disaster preparedness planning
Jonathon London (Head of Preservation Services, Archives New Zealand)
- How to create a disaster management plan
- 11.30am Case Study and lessons learnt
Robert Appel (Environment Canterbury)
- 12.00pm Wrap-up, evaluation and suggested topics for future forums.