

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

VITAL RECORDS SEMINAR

The National Archives and Records Administration (NARA) is pleased to announce another **no-cost** ½ day vital records seminar in Washington, DC.

Wednesday, February 19, 2003

9:00 am – 12:30 pm

Department of Agriculture

Jefferson Auditorium

14th and Independence Avenue SW
Washington DC

Topics to be covered:

- ☞ What are Vital Records?
- ☞ Why are Vital Records important?
- ☞ Laws, regulations, and guidance on Vital Records
- ☞ Essential elements of a Vital Records Program
- ☞ Important first steps to take in response to a disaster
- ☞ How to identify and protect Vital Records
- ☞ Risk Assessment
- ☞ Implementing the Vital Records Program
- ☞ “Real Life” Vital Records Program Scenarios
- ☞ The necessity of periodically reviewing a Vital Records Program

Directions:

Take the Metro to the Smithsonian stop and use the Independence Avenue exit. As you walk straight ahead, the building is on the left. The entrance is about ½ way down the building on the left. Security will direct you to the Jefferson Auditorium.

Weather Policy:

The vital records seminar will be canceled if the Office of Personnel Management announces an unscheduled leave or delayed arrival policy for Federal employees for that day. Please be sure to listen to a local radio or television station if it appears that there may be an inclement weather forecast.

Security Measures:

Bring your Federal photo ID and arrive early to allow time to go through Security.

For more information or to register:

Email Nancy Fortna at nancy.fortna@nara.gov or Kitty Carter at kitty.carter@nara.gov. Please include your name, telephone and fax numbers, agency name, and email address. NARA will respond with an Email confirmation.

REGISTRATION DEADLINE: 9:00 am, Tuesday, February 18, 2003

