

## Contact Us

### Central Branch

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### Eastern Branch

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### Northwest Branch

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### Southwest Branch

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**Washington State Archives**  
Office of the Secretary of State  
1129 Washington Street  
Olympia, WA 98504

# Washington State Archives

Essential Records Protection  
and Disaster Preparedness

## 2003 WORKSHOP



*Washington*  
**Secretary of State**  
SAM REED

**H**ow will your agency resume normal business operations after an earthquake, fire, flood, or other disaster? Which records protect and ensure the rights of the public?

Answering these questions is the first step in disaster preparedness.

The Washington State Archives will sponsor workshops to train local government agencies to protect records that your agency can not afford to lose.

**Learn to:**

- identify and protect your essential records.
- conduct a risk analysis.
- reduce the chances of a disaster.
- produce a records disaster plan.



Lincoln County courthouse fire 1995.

Select from one of the following three-hour workshops. Directions to the workshop will be sent with your registration confirmation.

**Southwest Regional Branch**

- Olympia, November 10  
9:00 AM to 12:00 PM
- Olympia, November 12  
1:30 PM to 4:30 PM
- Olympia, November 13  
1:00 PM to 4:00 PM
- Olympia, November 14  
1:00 to 4:00 PM

**Northwest Regional Branch**

- Bellingham, September 30  
9:00 AM to 12:00 PM
- Bellingham, October 7  
9:00 AM to 12:00 PM
- Bellingham, October 15  
1:00 PM to 4:00 PM
- Bellingham, October 23  
9:00 AM to 12:00 PM

**Eastern Regional Branch**

- Spokane, September 9  
1:00 PM to 4:00 PM
- Colville, September 17  
1:00 PM to 4:00 PM
- Walla Walla, September 24  
1:00 PM to 4:00 PM
- Colfax, October 1  
1:00 PM to 4:00 PM

**Central Regional Branch**

- Ellensburg, October 1  
1:00 PM to 4:00 PM
- Ellensburg, October 8  
9:00 AM to 12:00 PM
- Ellensburg, October 15  
1:00 PM to 4:00 PM
- Ellensburg, October 22  
9:00 AM to 12:00 PM

**Puget Sound Regional Branch**

- Puyallup, October 7  
9:00 AM to 12:00 PM
- Silverdale, October 22  
9:00 AM to 12:00 PM
- Gig Harbor, November 20  
9:00 AM to 12:00 PM
- Bellevue, December 17  
9:00 AM to 12:00 PM

Mail, fax, or email registration to:

Northwest Regional Branch  
Western Washington University  
MS-9123, Bellingham, WA 98225  
Fax: 360.650.3323

Email: [Diana.Shenk@wwu.edu](mailto:Diana.Shenk@wwu.edu)

- Registration is required to attend.
- Register early.
- One form per person.
- Registration is on a first come first served basis.

Name: \_\_\_\_\_

Agency: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_