 **“A Review of the Open Public Records Act**

**(OPRA), Records Retention, and Cyber Hygiene”**

**Government Records Council’s Annual OPRA Seminar**

**Thursday, September 13, 2018**

New Jersey State Museum Auditorium

205 West State Street

Trenton, NJ 08625

(Limited Free Parking May be Available at the State House Garage)

**8:30 AM – 9:30 AM** Sign-In and Networking

**9:30 AM – 11:30 AM** Presenter: Frank F. Caruso, Communications Specialist/Resource Manager

Government Records Council (“GRC”)

This presentation will assist government employees, governing bodies, departments, boards, commissions, and members of the public to understand the mandatory requirements of the Open Public Records Act (“OPRA”). Topics discussed will include:

* A brief overview of OPRA, the GRC’s function, and services provided to requestors and custodians;
* Discussion of procedure for custodians’ routine handling of OPRA requests;
* Discussion of common OPRA issues/exemptions and how they impact a custodian’s response to a request;
* References to significant GRC and court decisions affecting access to government records; and
* A brief question and answer session.

**11:40 AM – 12:30 PM** Presenter: Elizabeth Hartmann, Records Manager

Records Management Services (“RMS”)

This presentation will update attendees on recent developments regarding records retentions schedules.

**12:30 PM – 1:45 PM** Lunch on your own

**2:00 PM– 3:30 PM** Presenter: Marc Pfeiffer, Assistant Director

Bloustein Local Government Research Center, Rutgers University

This presentation provides an overview of safe cyber practices known as “Cyber Hygiene.” Topics discussed will include:

* An overview of cybercrime and ways to avoid becoming the victim of a cyber attack;
* Discussion of methods that cyber criminals may use to attack a computer;
* Discussion of best practices for users to protect themselves from cybercrime; and
* Question and answer session.

**Registration for this event is required.**

**PRE-REGISTRATION CLOSES ON SEPTEMBER 7, 2018**

**(See Registration Form Attached)**

**Note: Same Day Registration Will Be Based on Seating Availability**

This seminar is **FREE OF CHARGE**

**Registration Form**

**“A Review of the Open Public Records Act (OPRA)”**

**Government Records Council’s Annual Seminar**

Registrant Name: Click here to enter text.

Title: Click here to enter text.

Agency: Click here to enter text.

E-mail Address: Click here to enter text.

Estimated OPRA Requests Received Annually (Custodians only): Click here to enter text.

I am seeking the following credits:

DCA Continuing Education Units

New Jersey Continuing Legal Education Credits (Pending)

None

**DCA Continuing Education Units Available**

CMFO/CCFO – Five (5) contact hours: 3.5 Office Management and Ancillary Subjects; 1.5 Info Tech

CTC – Five (5) contact hours: 3.5 General/Secondary Duties; 1.5 Info Tech

RMC – Five (5) contact: 3.5 hours Records; 1.5 Info Tech

CPWM – Five (5) contact hours: 3.5 Government; 1.5 Info Tech

QPA – Five (5) contact hours: 3.5 Office Admin./General Duties. 1.5 Info Tech

**New Jersey Continuing Legal Education Credits**

**Applied For, Not Yet Approved**

Note: All credit certificates will be provided at the end of the seminar.

**PRE-REGISTRATION REQUIRED BY SEPTEMBER 7, 2018**

Submit registration form to:

Government Records Council

[Government](mailto:Government).Records@dca.nj.gov

or

(609) 633-6337 (Fax)

