

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

**and Records Retention”**

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

**with Records Management Services**

**Thursday August 14, 2014**

New Jersey State Museum Auditorium

205 West State Street

Trenton, NJ 08625

(Limited Free Parking at the State House Garage)

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

**9:30 AM – 12:30 PM** Presenter: Dawn R. SanFilippo, Esq., Acting Executive Director

Government Records Council (GRC)

This seminar will assist government employees, governing bodies, departments, boards, commissions and members of the public to better understand the mandatory requirements of the Open Public Records Act, as well as recent rulings by the Government Records Council and NJ Superior Court that affect the disclosure of government records. Topics discussed will include:

* An overview of the Open Public Records Act;
* An overview of 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;
* Discussion of significant GRC and court decisions affecting access to government records; and
* Question and answer session.

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

**2:00 PM– 3:30 PM** Presenter: Irwin Nadel, Chief of Operations

Records Management Services (RMS)

This portion of the seminar provides an overview of Records Management Services and how it correlates to the GRC. Topics discussed will include:

* An overview of Enterprise Electronic Mail Retention and Disposition Framework, Circular letter 14-12-DORES/OIT and how it pertains to retention schedules.
* Discussion of Imaging Certification and the effects of not having a Certified System.
* Discussion of Imaging versus Microfilm.
* Discussion of importance of Records Disposal and the liabilities of not being in compliance.
* Organizational changes and their impact on client agencies.
* Question and answer Session.

**PRE-REGISTRATION REQUIRED BY AUGUST 1, 2014**

**(See Registration Form Attached)**

This seminar is **FREE OF CHARGE**

**Registration Form**

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

**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.**

I am seeking the following credits:

DCA Continuing Education Units

New Jersey Continuing Legal Education Credits

None.

**DCA Continuing Education Units Available**

CMFO/CCFO – Five (5) contact hours Office Management and Ancillary Subjects

CTC – Five (5) contact hours General/Secondary Duties

RMC – Five (5) contact hours Records

CPWM – Five (5) contact hours Government

QPA – Five contact hours Office Admin./General Duties

**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 AUGUST 1, 2014**

Submit registration form to:

Government Records Council

[grc@dca.state.nj.us](mailto:grc@dca.state.nj.us)

or

(609) 633-6337 (Fax)

