

**IPD INSTITUTE FOR PROFESSIONAL DEVELOPMENT
OPEN PUBLIC RECORDS ACT (OPRA)
REQUIREMENTS And EXEMPTIONS**

Everything You've Ever Wanted to Know About What the Public Wants to Know

JANUARY 19, 2018 NEW JERSEY LAW CENTER, NEW BRUNSWICK

Approved by DCA - CMFO, CCFO, 4 CEU's - Office Management & Ancillary
Approved by DCA - CTC - 4 CEU's - General/Secondary
Approved by DCA - RMC - 4 CEU's - Records - Approved by Rutgers RPPO, RPPS 4 CEUs Management/Super
Approved by DCA - CPWM - 4 CEU's - Government
Approved by DCA - QPA - 4 CEU's - Office Adm.
Approved - RMA, CPA, PA - 4 CPE's - Management
Approved by Rutgers CRPs 3.5 CEUs Class Room
Approved by the NJ Taxation Division-CTA - 3 CEUs in 3 Property Tax Administration
Applied to NJ Supreme Court for 4 CLEs Attorneys 4PRO Professional Responsibility

9:00am - 9:30 am Registration, HOT BREAKFAST BUFFET - SEMINAR 9:30AM - 12:50PM

Not so Basic: The Basics of OPRA
Broken Records: Exemptions
Failure to Communicate: Responsibilities of the Custodian
How it works: Exploring Recent GRC Guidance, Decisions
ACD Exemption, Exemptions and Special Issues
Attorney-Client Privilege Exemption
Legislative Records Exemption
Criminal Investigatory Exemption & Victims Records Exemption
Computer and Building Security Exemption
Personal Identifying Information Exemption
Personnel and Pension Records Exemption
Higher Education Exemption
Compliant Process And NJ Court Decisions

Speakers: Casey Woods, Esquire
OPRA Custodian
Rutgers University Ethics & Compliance

Jonathan M. Busch, Esquire
Busch Law Group LLC
450 Main Street, Metuchen, NJ

Always check our web site the day before the Seminar to make sure Seminar is Scheduled!

Directions on our web site - "<http://ipd2.com>"

TO ASSURE PROPER POSTING, PLEASE ATTACH A COPY OF THIS APPLICATION WITH YOUR PAYMENT

Mail Checks to: **Institute For Professional Development**

P.O. Box 1468, Clifton, New Jersey 07015-1468 Telephone (973)-777-4200

No One Will Be Permitted Without Purchase Order or Payment By Day of Seminar P.O. # _____

___ I wish to register for the January 19, 2018 OPRA Requirements & Exemptions

FAX YOUR REGISTRATION FORM TO (973)-777-0401

Cancellation Policy - 48 Hours in advance of seminar, in writing**

During inclement Weather, Call the Day Before the Seminar**

SEMINAR INCLUDES HOT BUFFET BREAKFAST \$ 99.00 per person Registration At Door \$ 125.00

NAME _____ TITLE _____

ADDRESS _____

Organization or Government Unit Telephone Number Fax Number

CLAIMANTS CERTIFICATION & DECLARATION

I do solemnly declare and certify under the penalty of the law That the within bill is correct in all particulars, the articles Have been furnished or services rendered as stated herein, that no bonus has been given or received by any person or persons within knowledge of this claimant in connection with the above Claim and that the amount charged is a reasonable one.

Michael F. Conti

Michael F. Conti, Program Coordinator

P.O. Box 1468, Clifton, NJ 07015-1468 (973)-777-4200 - FAX (973) 777-0401

Just mail your check with this application form you do not need to send your Voucher for a separate signature since the presigned certification on the left can be attached to your Voucher in lieu of sending it to us for a signature. This form has been determined by DLGS to meet the requirement of the statutes for this type of expenditure.