

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

What are your responsibilities?

JANUARY 20, 2017 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 RPP0, RPPS

Approved by DCA – CPWM – 4 CEU's – Government

Approve by DCA – QPA – 4 CEU's – Office Adm.

Approved – RMA, CPA, PA – 4 CPE's - Management

Approved by NJ Taxation Division-CTA - 4 CEUs in 4 Property Tax Administration

9:00am –9:30 am Registration, HOT BREAKFAST BUFFET

SEMINAR 9:30AM - 12:50PM

*** The requirements of the Open Public Records Act**

12:50 PM * Common Law right of access to Public Records

***Your responsibilities and requirements**

*** Responding to OPRA requests**

*** Identification of public Records – “What Is” “What Isn't”**

*** Charges – Fees Estimates and deposit requirements**

*** Exemptions from disclosure applicable under OPRA or common law**

*** Updates on case law and GRC decisions under OPRA**

*** Destruction of Records**

*** Employment Record Maintenance**

SPEAKER: Armando Riccio, Esquire

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 20, 2017 OPRA

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.