

Records & Information Management - Why??

For All Public Officials- Earn 3 Credits for the same Fee!

May 15, 2024 - Webinar

Approved by Rutgers University 3 RPPO/RPPS CEUs in Management and Supervision

Approved by DCA - CMFO 3 CEUs - Office Management & Ancillary Subjects

Approved by DCA - CCFO 3 CEUs - Office Management & Ancillary Subjects

Approved by DCA - CTC - 3 CEUs - General/Secondary

Approved by DCA - RMC - 3 CEUs - Records

Approved by DCA - CPWM - 3 CEUs - Management

Approved by DCA - QPA - 3 CEUs - Office Administrative/General Duties

Approved - CPA, RMA, PA - 3 CPEs - Management

Approved by NJ Department of Health, Office of Vital Statistics & Registry for CMR -3 credits

9:00am-12:00 pm Webinar Timetable - \$50 per person

Today, Public Agencies in New Jersey have a Constituency Base that has expanded to include the International Arena resulting in a global exchange of even larger quantities of public information now being transmitted and stored via the Internet and Social Media and the Cloud, compounding the concerns for Security, Regulatory Compliance, Access, Retention, Preservation and Disposition.

RIM - Why?

- NJ Public Records Laws
- OPRA and Records Management
- Litigation Holds
- Audits
- Records Retention Schedule
- Records Disposal - Artemis
- Records Storage
- Imaging Certification
- Cyber Security
- Cloud Security
- Email Security
- Social Media Security
- Internet Security
- Vital Records
- Disaster Prevention & Recovery and Business Continuity of Operations (COOP) Plans
- Cybersecurity Incident Response Plan
- Damaged Records Report

Presenters: Yamileth Merchak, MSW, Program Specialist 4

Karen A. Perry, Records Analyst 1

NJ Department of the Treasury

Division of Revenue and Enterprise Services

Records Management Services

CLAIMANTS CERTIFICATION & DECLARATION

I do solemnly declare and certify under the penalty of the law that the within bill is correct in all its 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.

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Michael F. Conti, Program Coordinator