

# RECORDS & INFORMATION MANAGEMENT & OPEN PUBLIC RECORDS ACT (OPRA)

*You Can't Have One Without the Other*

## AUGUST 7, 2024- WEBINAR

Approved by DCA - CMFO/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 – Government

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

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

Approved by Rutgers University for - 3 RPPO/RPPS in Management Supervision

Approved by Rutgers University for CRPs - 3 Classroom Credits for CRPs.

9:00am–12:00 pm Webinar Timetable - Same Fee for 3 Credits - \$50 per person

### Records & Information Management

- Record Laws - PL 1953, c.410
- Public Record Defined
- Litigation Hold Orders
- Records Retention & Disposition
- RIM Alternatives – Imaging
- Electronic Records
- Cyber Security
- Disaster Prevention & Recovery

### OPRA Basics and Recent GRC Decisions

- When is OPRA used?
- How Does OPRA Word in Practice?
- What are the Obligations of Custodians and Requestors?
- What has Changed?
- Important GRC Decisions Present and Past

**Presenters:** Karen A. Perry, Records Analyst 1, NJ Department of the Treasury Services  
Frank F. Caruso, Executive Director, New Jersey Government Records Council

### 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.

Just send your check with the application form!  
You do not need to send us 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 requirements of the statutes for this type of expenditure.



Michael F. Conti, Program Coordinator –