

OPRA and RECORDS MANAGEMENT:

They Go Hand-In-Hand

JANUARY 22, 2016 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 - QPA - 4 CEU's - Office Adm. - Approved by Rutgers RPPO, RPPS
Approved by DCA- RMC - 4 CEU's -2 Records & 2 Professional Mgt.
Approved by DCA - CPWM - 4 CEU's - Government
Approved - RMA, CPA, PA - 4 CPE's - Management

9:00am - 9:30 am Registration, Full Breakfast Buffet

9:30am - 12:50pm * Records Management Practices as Required by the State of NJ

What is a Public Record? Records Inventory-How and where is it Physically Stored, Volume, Classification & Retention period.

* **Records Storage Center**-How and Where is it Physically stored, Volume, Classification, Retention period as listed in the Records Retention Schedule and Disposition. Active On-site storage. Off-Site Storage in a State, County, Municipal or Commercial Storage such As DocuSafe.

* **Record Retention Schedule**-Detailed listing of the records maintained by an agency and the minimum legal and fiscal time periods they must be retained. How Long to be maintained, Historical Record, Final Disposition: Archives, or Disposal (Recycle or Shred)

* **Records Disposal**-Do Not Destroy without Approval!, A Proper Authorization removes OPRA, Legal and Fiscal Liabilities.

* **What is Artemis?**-Artemis is a web based program designed to assist Agencies with the "Request and Authorization for Records Disposal", in a more efficient manner. Artemis users: Currently all counties, municipalities are Artemis Users.

* **Understanding OPRA**-OPRA in Practice, Complaint Process, Special Issues and Exemptions in OPRA. What you have to do to avoid a law suit.

SPEAKERS

Irwin Nadel, Bureau Chief and Staff, Records Management Services
Iris Bromberg, Esquire, Transparency Law Fellow ACLU-NJ

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

PAYMENT OR PURCHASE ORDER DUE BY DAY OF SEMINAR P.O. # _____

___ I wish to register for the Januar 22, 2016 Records Management & OPRA Workshop

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

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

**** During inclement Weather, Check Web http://ipd2.com Day Before the Seminar****

SEMINAR INCLUDES FULL BREAKFAST BUFFET \$ 99.00 per person \$125 at Door Registration

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.

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.

Michael F. Conti
Michael F. Conti, Program Coordinator

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