

Records & Information Management Update

For All Public Officials

Overwhelming Request for a Longer Update. Just Approved. Earn 3 Credits for the same Fee!

NOVEMBER 1, 2023 - 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

- **What is a Public Record?**

1) The *Destruction of Public Records Act (PL 1953, c. 410)*, defines a Public Record as :

“Information, regardless of its medium (Hardcopy, Microform, Digital, Electronic & Internet-based) that is created, received, maintained and distributed by a Public Agency receiving tax payer dollars and serves as Evidence of the Transactions of its Normal Course of Business.”

- NJ Public Agencies’ Constituency Base
- International, Federal & State Litigation Holds
- New Jersey Public Records Laws
- Public Records Retention Schedules
- Public Records Disposal
- Artemis Walk Through
- Paper, Electronic and the Cloud – Which One(s)?
- Email
- Social Media
- Cyber Security
- Vital Records – In Reference to Audit, Litigation, OPRA
- What if - Disaster Prevention and Recovery & COOP
- Damaged Public Records Reporting

Presenter: 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.

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

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