

The Basics of Records Management

For All Public Officials

Tuesday, December 29, 2026 - Webinar

Approved by Rutgers University 2 RPPO/RPPS CEUs in Management and Supervision

Approved by DCA - CMFO 2 CEUs - Office Management & Ancillary Subjects

Approved by DCA - CCFO 2 CEUs - Office Management & Ancillary Subjects

Approved by DCA - CTC - 2 CEUs - General/Secondary

Approved by DCA - RMC - 2 CEUs - Records

Approved by DCA - CPWM - 2 CEUs - Management

Approved by DCA - QPA - 2 CEUs - Office Administrative/General Duties

Approved - CPA, RMA, PA - 2 CPEs - Management

Approved by NJ Department of Health, Office of Vital Statistics & Registry for CMR -2 credits

10:00am–12:00 pm Webinar Timetable - \$50 per person

Course Outline

- **NJ Public Records Law**
- **Public Record Defined**
- **Records Management – Retention**
- **Records Management – Disposition**
- **Records Storage**
- **Vital Records**
- **Disaster Prevention & Recover**

**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.

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Michael F. Conti, Program Coordinator