

# Records & Information Management - Why??

For All Public Officials

April 2, 2025 - Webinar

Approved by Rutgers University 2 RPP0/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

Applied to NJ Department of Health, Office of Vital Statistics & Registry for CMR -2 credits

**10:00am-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

**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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