**A Review of the Open Public Records Act (OPRA), Records Retention, and**

**Cyber Hygiene/Technology Management**

**Government Records Council’s Annual OPRA Seminar**

**Thursday, August 8, 2019**

George Washington Ballroom, The War Memorial

1 Memorial Drive

Trenton, NJ 08608

Free parking is available for all attendees in Parking Lot 5A/5B

(directly across Memorial Drive from The War Memorial).

**8:30 AM – 9:30 AM** Sign-In and Networking

**9:30 AM – 11:30 AM** Presenter: Frank F. Caruso, Acting Executive Director

Government Records Council (“GRC”)

This presentation will assist government employees, governing bodies, and members of the public to understand the mandatory requirements of the Open Public Records Act (OPRA). Topics discussed will include:

* A brief overview of OPRA, the GRC’s function, and services provided to requestors and custodians;
* Discussion of procedure for custodians’ routine handling of OPRA requests;
* Discussion of common OPRA issues/exemptions and relevant case law; and
* A brief question and answer session.

**11:40 AM – 12:30 PM** Presenter: Elizabeth Hartmann, Records Manager

Records Management Services (“RMS”)

This presentation will update attendees on recent developments regarding records retentions schedules.

**12:30 PM – 1:45 PM** Lunch on your own

**2:00 PM– 3:30 PM** Presenter: Marc Pfeiffer, Assistant Director

Bloustein Local Government Research Center, Rutgers University

This presentation provides an overview of electronic cybersecurity and maintenance. Topics discussed will include:

* An overview of cybercrime and ways to avoid becoming the victim of a cyber-attack.
* Discussion of best practices for users to protect themselves from cybercrime.
* Actions government agencies should take to improve their technology management.
* Question and answer session.

**Registration for this event is required.**

**PRE-REGISTRATION CLOSES ON August 2, 2019**

**(See Registration Form Attached)**

**Note: Same Day Registration Will Be Based on Seating Availability**

This seminar is **FREE OF CHARGE**

**Registration Form**

**“A Review of the Open Public Records Act (OPRA)”**

**Government Records Council’s Annual Seminar**

Registrant Name: Click here to enter text.

Title: Click here to enter text.

Agency: Click here to enter text.

E-mail Address: Click here to enter text.

Estimated OPRA Requests Received Annually (Custodians only): Click here to enter text.

I am seeking the following credits:

DCA Continuing Education Units

New Jersey Continuing Legal Education Credits (Pending)

None

**DCA Continuing Education Units Available**

CMFO/CCFO – Five (5) contact hours: 3.5 Office Management and Ancillary Subjects; 1.5 Info Tech

CTC – Five (5) contact hours: 3.5 General/Secondary Duties; 1.5 Info Tech

RMC – Five (5) contact: 3.5 hours Records; 1.5 Info Tech

CPWM – Five (5) contact hours: 3.5 Government; 1.5 Info Tech

QPA – Five (5) contact hours: 3.5 Office Admin./General Duties. 1.5 Info Tech

**New Jersey Continuing Legal Education Credits**

**Applied For, Not Yet Approved**

Note: All credit certificates will be provided at the end of the seminar.

**PRE-REGISTRATION DEADLINE IS AUGUST 2, 2019**

Submit registration form to:

Government Records Council

[Government](mailto:Government).Records@dca.nj.gov

or

(609) 633-6337 (Fax)

