

Ohio Association of Chiefs of Police presents:

# Public Records 102: Developing a Schedule of Records Retention & Disposition

Bring your agency's records retention and  
disposition schedule

May 20-21, 2012

(Sunday & Monday)

Holiday Inn Columbus-Worthington

(Directions posted at <http://www.oacp.org/edu/schedule.html>)

**TARGET AUDIENCE:** This mid-level workshop is recommended for persons who have already attended the Public Records Release or Not Workshop since HB 9.

## Instructor:

- **Robert Schultz, President, Robert Schultz & Associates**

### Registration:

EARLY \$335 (30 days prior)

REGULAR \$355

Fee includes lodging, meals  
(including breaks) and materials

Expanded  
Format for 2012

### Agenda Topics:

- ◇ Understanding the importance of a records retention schedule
- ◇ Understanding the role of your local Records Commission
- ◇ Creating a Schedule of Records Retention and Disposition (RC-2)
- ◇ Updating an existing Schedule of Records Retention and Disposition (RC-2)
- ◇ Managing records on video and audio tape
- ◇ Managing computerized and telecommunication records
- ◇ Day-to-day records management issues
- ◇ Software support

Mail or fax registration form to:

Ohio Association of Chiefs of Police  
ATTN: Renea Collins

Phone: 614-761-0330

Fax: 614-761-9509

REGISTER ONLINE

<http://www.oacp.org/edu/regonlin.html>

### ITEMS TO NOTE:

- Registration begins Sunday at 3:30 pm
- Program concludes Monday at 3:00 pm