



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

May 22-23, 2012

Holiday Inn Columbus-Worthington

Register online at <http://oacp.org/edu/regonlin.html>

Registration:

EARLY \$335 (30 days prior)

REGULAR \$355

Fee includes lodging, meals, instruction, materials, and breaks.

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 for managing a records retention and disposition*

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

New in 2012

Bring your agency's records retention and disposition schedule

Part of the workshop will be devoted to working on your agency's records schedule with Mr. Schultz's assistance to make sure it is current and comprehensive!

Instructor:

- ◇ Robert Schultz, Robert W. Schultz & Associates

Mail or fax registration form to:

Ohio Association of Chiefs of Police

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**Program:**

Begins with registration at 2:30 p.m. Program starts at 3:00 p.m. and concludes on Monday at 3:30 p.m.

**Location:**

Holiday Inn Columbus-Worthington is located at 7007 N. High Street, Worthington. Directions will be posted at [www.oacp.org](http://www.oacp.org) 30 days prior to the workshop.