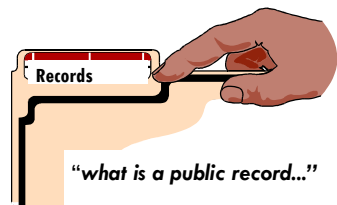


## About the course:

## "Public Records Law and Records Retention"



There have been numerous changes to Ohio's Public Records Laws over the past several years. The Ohio Public Records Act evolved from the principle that Ohio's citizens are entitled to access the records of their government. To advance that principle, the Public

Records Act is to be interpreted liberally in favor of disclosure. This seminar will address the Public Records Law and Record Retention issues. A review of what is a public record will be conducted. In addition, the exceptions to the Public Records Law will be discussed and reviewed. Finally, records management and records retention issues will be reviewed.

## About the Topics

- What is a public record
- What is a public office
- Person's rights under the Act
- Inspection of records
- Copies of records
- What is a proper request for public records
- Confidential records
- Exceptions to the public Records Act
- Remedies and Liabilities under the Public Records Act
- The Open Meetings Act
- Records Management for Public Agencies
- Records Retention for Public Agencies



## About the instructors



**Captain Jeffrey Davis** began his career with the Ohio State Highway Patrol in 1999 after serving two years as a deputy sheriff for both Mahoning and Stark Counties. At the Highway Patrol, he was assigned to road patrol, criminal investigations, criminal intelligence, administrative investigations, and regional training. He currently serves as the Highway Patrol's risk manager and oversees policies, accreditation, records, statistical analysis, and research & development. In addition, Captain Davis served as a subject matter expert for the Ohio Peace Officer Training Commission and routinely lectures on topics related to search and seizure, civil liability, bias-based policing, and American government for the Highway Patrol Training Academy, MAGLOCLEN, Columbus State Community College, and the Ohio State University's Public Safety Leadership Academy. Captain Davis earned a bachelor's degree in political science from Youngstown State University in 1998. In 2006, he earned a juris doctor degree from the Capital University Law School and is licensed to practice law by the Supreme Court of Ohio.

## REGISTRATION INFORMATION

Name \_\_\_\_\_  
Agency \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_  
Zip \_\_\_\_\_ Phone \_\_\_\_\_  
FAX \_\_\_\_\_ e-mail \_\_\_\_\_

Registration fee:

**\$110.00 per person**

P.O. # \_\_\_\_\_ (if known)

### Training Site:

**Greene County Career  
Center  
532 Innovation Drive  
Xenia, Ohio 45385**

### 4 WAYS TO REGISTER

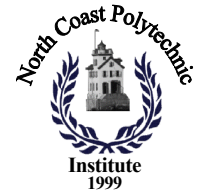
On Line: [www.ncpi-ohio.com](http://www.ncpi-ohio.com)  
Mail: Northcoast Polytechnic Institute  
Attn: William D. Healy, Director  
6688 Steinbeck Court  
North Ridgeville, Oh 44039  
Phone (440) 353-0796  
e-mail: [info@ncpi-ohio.com](mailto:info@ncpi-ohio.com)  
Fax: (440) 353-0797

#### FOR OFFICE USE ONLY

School No. \_\_\_\_\_  
School: Public Records Law and Records Retention  
Greene County Academy October 9, 2025

Northcoast Polytechnic Institute  
Attn: Mr. William D. Healy, Director  
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WEB: [www.ncpi-ohio.com](http://www.ncpi-ohio.com)

**6.25 CLE hours has been  
applied for with the Ohio  
Supreme Court for attorneys.**



**presents**

## **Public Records Law and Records Retention**



Co-hosted by

**Greene County  
Criminal Justice  
Academy**

**Thursday  
October 9, 2025**

**8:00 AM – 4:30 PM**

**6.25 CLE hours has been  
applied for with the Ohio  
Supreme Court for  
attorneys.**