

About the course:

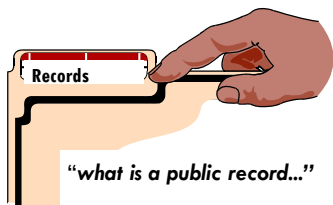
“Public Records Law and Records Retention”

About the instructors



Lieutenant Heidi Marshall

Lieutenant Heidi Marshall is a career law enforcement officer who has served over fifteen years with the Ohio State Highway Patrol. During her career, she has served as a Trooper, Sergeant and Lieutenant and is currently assigned as the civilian training coordinator in our GHQ's located in Columbus. Lieutenant Marshall also served over five years as a trainer and supervisor assigned to the Ohio State Highway Patrol Training Academy where she was involved in training hundreds of basic and cadet recruits and hundreds of law enforcement officers in in-service training programs. Heidi has a varied educational background. She received a Bachelor's degree from Cleveland State University, a Master's degree from Cleveland State University and a Juris Doctorate degree from John Marshall College of Law. Heidi is licensed to practice law in the State of Ohio. Shortly after obtaining her law degree, Lieutenant Marshall was temporarily assigned to the legal unit in the Highway Patrol where she responded to interrogatories, discovery motions and assisted the Ohio Attorney General's Office in litigation and trial preparation.



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



REGISTRATION INFORMATION

Name _____

Agency _____

Address _____

City _____ State _____

Zip _____ Phone _____

FAX _____ e-mail _____

**Registration fee:
\$90.00 per person**

Training Site:

Springfield Township Police Dept.
1130 Compton Road
Cincinnati, Ohio



4 WAYS TO REGISTER

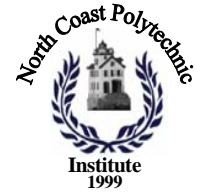
- On Line: www.ncpi-ohio.com
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**6.25 CLE hours should be
available for attorneys**

FOR OFFICE USE ONLY

School No. _____
School: Public Records Law and Records Retention
Springfield Twp PD May 7, 2013

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**Public Records
Law and Records
Retention**



Co-hosted by

**Springfield
Township Police**

**Tuesday
May 7,
2013**

8:00 AM – 4:30 PM

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