

About the course:

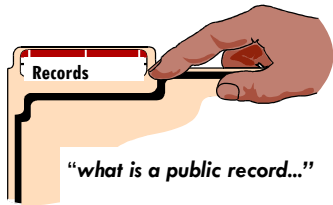
“Public Records Law and Records Retention”

About the instructors



Captain Jack Hall

Captain Jack M. Hall, B.S., CLEE, is the Support Operations Captain of Cleveland Metroparks Ranger Department. He is a 21 year experienced law enforcement professional and respected instructor in the law enforcement field – both regionally and nationally. Captain Hall is a graduate of Bowling Green State University and has continued his professional education: graduating from the Police Executive Leadership College (PELC) and attaining the distinction of Certified Law Enforcement Executive (CLEE). He is an instructor with the Basic Police Academy at Polaris Career Center and a former adjunct professor of criminal justice at Lorain County Community College. As a Sergeant he worked in Avon Lake Police Department's Detective Bureau for 12 years and handled cases focusing on financial fraud, drugs and sexual-related crimes. Captain Hall has received advanced training in homicide investigation, computer forensics and electronic crimes, narcotics investigations and various legal issues. He is a member of the faculty advisory committee for Remington College and maintains his membership as a paralegal with the Ohio State Bar Association. He is an OPOTA certified instructor.



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:

Solon Community Center
35000 Portz Parkway
Solon, Ohio 44139



4 WAYS TO REGISTER

- On Line: www.ncpi-ohio.com
- Mail: Northcoast Polytechnic Institute
Attn: William D. Healy, Director
6688 Steinbeck Court
North Ridgeville, Oh 44039
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- Fax: (440) 353-0797

**6.25 CLE hours should be
available for attorneys**

FOR OFFICE USE ONLY

School No. _____
School: Public Records Law and Records Retention
Solon PD May 11, 2012

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**Public Records
Law and Records
Retention**



Co-hosted by

**Solon Police
Department**

**Friday
May 11,
2012**

8:00 AM – 4:30 PM

**6.25 CLE hours should be
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