

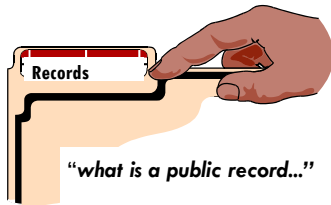
## About the course:

## “Public Records Law and Records Retention”

## About the instructors



**Captain Jack Hall** is a career law enforcement officer who has over 17 years experience and is currently assigned as a Captain at the Cleveland Metroparks Ranger Department. In Fairview Park, Ohio. He previously served as a Sergeant in charge of the Avon Lake Police Department's Detective Bureau for over 12 years. He has handled cases focusing on financial fraud, drugs and sexual-related crimes. Captain Hall has also completed specialized training in computer forensics and practical homicide investigation. He is a former adjunct faculty member of Lorain County Community College's School of Police Science (1993-1994). 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

- 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
- What is a public record
- What is a public office
- Person's rights under the Act
- Inspection of records
- Copes of records
- What is a proper request for public records



**Mr. William Healy** was a career law enforcement officer for over 29 years. He retired from the Ohio Highway Patrol after serving for 25 years. While on the Patrol, he served for 5 years as a manager/instructor at the Highway Patrol Academy. Mr. Healy has a Bachelor's Degree from Ohio University and a Master's Degree from Central Michigan University in General Administration. He currently serves as the Director of North Coast Polytechnic Inst. Mr. Healy is a graduate of the Southern Police Institute's Administrative Officer's Course at the University of Louisville. He has trained tens of thousands of law enforcement officers over the past 20 years. He is a life-time certified instructor with the Ohio Peace Officer's Training Council (OPOTC).

**REGISTRATION INFORMATION**

Name \_\_\_\_\_

Agency \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Zip \_\_\_\_\_ Phone \_\_\_\_\_

FAX \_\_\_\_\_ e-mail \_\_\_\_\_

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

\_\_\_ Payment Enclosed  
 \_\_\_ Bill Me (P. O. Number \_\_\_\_\_)

Visa     Master Card     Other

Card # \_\_\_\_\_ Expiration Date \_\_\_\_\_

Signature \_\_\_\_\_

**Training Site:**

**Lakewood Park Woman's Center  
 14532 Lake Ave  
 Lakewood, Ohio 44107**



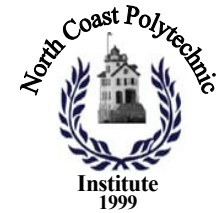
**4 WAYS TO REGISTER**

**On Line:** www.ncpi-ohio.com  
**Mail:** Northcoast Polytechnic Institute  
 Attn: William D. Healy, Director  
 6688 Steinbeck Court  
 North Ridgeville, Oh 44039  
 Phone (440) 353-0796

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**presents**

**Public Records  
 Law and Records  
 Retention**



Co-hosted by

**LAKESWOOD  
 POLICE  
 DEPARTMENT**

**Thursday  
 March 27,  
 2008**

**8:00 AM – 4:30 PM**