

About the course:

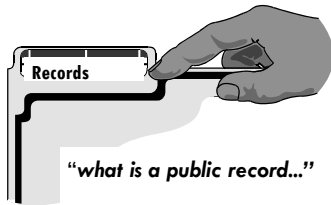
“Public Records Law and Records Retention”

About the instructors



Captain Jack Hall

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

- 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:

Wickliffe Police Department
28730 Ridge Road
Wickliffe, Ohio 44092



4 WAYS TO REGISTER

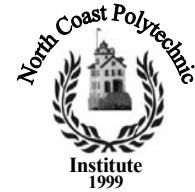
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School No. _____
 School: Public Records Law and Records Retention
 Wickliffe PD September 18, 2009

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**Public Records
Law and Records
Retention**



Co-hosted by

**WICKLIFFE
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**Friday
September 18,
2009**

8:00 AM – 4:30 PM