

**New Jersey League of Municipalities Presents:
Records and Information Management for Municipal Clerks**

December 10, 2024
10:00 a.m. to 12:00 p.m.
Your Computer

This webinar will review Basic Records management that all New Jersey Clerks should know. The webinar will cover:

- Destruction of Public Records Act, PL 1953, c. 410/NJSA 47:
- Public Records Defined
- OPRA & Records Management
- Litigation Holds
- Audits
- Records Retention Schedules
- Records Disposal
- Artemis - Basic Walk Through
- Imaging Certification
- Email, Internet & Social Media
- Vital Records
- Disaster Prevention and Recovery
- Damaged Public Records Report Forms

Presenter:

- Karen A. Perry, Administrative Analyst, NJ Department of the Treasury, Division of Revenue and Enterprise Services, Records Management Services
- Yamileth Merchak, Assistant Director, Department of the Treasury, Division of Revenue and Enterprise Services

REGISTRATION FEE: Member: \$45.00* Non-Member: \$65.00

*Member rate applies to: Municipalities, State, County, and Municipal Utilities & Authorities.

To Register:

Visit www.njlm.org/seminars.

Go to the date of the session you are attending.

Download the registration form, complete and fax it with your voucher to 609-695-0151.

Questions about registering? Contact Sue DeLany sdelany@njlm.org or 609-695-3481, ext. 111.

CEUs: CMFO/CCFO-2.0 Off Mgmt; CTC-2.0 Gen/Sec; CPWM-2.0 Mgmt; RMC-2.0 Rec; QPA- 2.0 Off Admin; CPA-2.0PD; RPPO/RPPS- 2.0 M/S; CRP-2.0 classroom; NJCLE-2.4; PACLE 2.0*; Planning Officials-2.0 Technical; Land Use-2.0 Technical; Zoning Officials-2.0 Technical

***Please note:** PACLE courses require the attendee to pay a separate fee (not including registration fees) to obtain credits. PACLE credit forms can be downloaded from the League Seminar page: <http://www.njlm.org/seminars>

IN CASE OF INCLEMENT WEATHER OR CANCELLATION: We will announce emergency seminar or webinar cancellations via recorded announcement on our Weather Hotline: 609-695-3481, ext. 200 and post announcements on our website www.njlm.org, Facebook page facebook.com/njleague, and X [@NJ_League](https://twitter.com/NJ_League) after 6:00 a.m. on the morning of the meeting.