C

Susan Gouveia

From: Masser, Michelle
Sent: Tuesday, May 07, 2013 8:59 AM
To: Susan Gouveia
Subject: FW: Upcoming League Seminar

Michelle Masser
Deputy Clerk
Mount Olive Township
204 Flanders Drakestown Road
PO Box 450
Budd Lake, NJ 07828
973-691-0900 x7292
mmasser@mtolivetwp.org

From: Lashway, Lisa
Sent: Tuesday, May 07, 2013 8:45 AM
To: Masser, Michelle; Canning, Sean
Subject: FW: Upcoming League Seminar

Lisa Lashway
Mt. Olive Twp. Clerk
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Budd Lake, NJ 07828

From: NJLM to Municipal Officials [mailto:njlm-clerks@njslom.org]
Sent: Monday, May 06, 2013 4:12 PM
To: Lashway, Lisa
Subject: Upcoming League Seminar

Membership Advisory

May 6, 2013 **New Credits Added!!**

Re: LEAGUE PROFESSIONAL DEVELOPMENT PROGRAM

In cooperation with the New Jersey Government Records Council
"A Review of the Open Public Records Act (OPRA)"
Tuesday, June 18, 2013
9:00a.m.-12:30p.m.
Crowne Plaza Monroe
390 Forsgate Drive
Monroe Township, NJ 08831

This seminar will assist the public, local government employees, governing bodies, departments, boards and commissions to better understand the **mandatory requirements** of the Open Public Records Act, as well as recent rulings by the Government Records Council and NJ Superior Court that affect the disclosure of government records.

Topics discussed will include:

- An overview of the Open Public Records Act;
- An overview of the Government Records Council's function and services provided to requestors and custodians;
- Discussion of procedure for submitting an OPRA request;
- Discussion of procedure for custodians' routine handling of OPRA requests;
- Discussion of common OPRA issues/exemptions and how they impact a custodian's response to a request;
- Discussion of significant GRC and court decisions affecting access to government records; and
- Question and answer session.

Schedule:

8:30a.m. - 9:00a.m. Sign-in, Coffee & Networking

9:00a.m.-10:15a.m.- An overview of OPRA and the GRC

10:15a.m.-10:30 a.m.-Networking Break

10:30a.m.-12:30p.m.- Issue/Exemptions, and Court Decisions that affect OPRA

Presiding Mayor: TBD

Presenter:

- **Brandon Minde Esq,** Executive Director, New Jersey Government Records Council

REGISTRATION FEE: Member Rate: $55.00* **Non-Member:** $75.00
*Member rate applies to: Municipalities, State, County, and Municipal Utilities & Authorities.

To register:

-Visit www.njslom.org and click on *Services*

-Select *Calendar of Events*, Go to the date you are attending

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

Questions about registering – contact Suzanne Delany SDelany@njslom.com or 609-695-3481 ext. 111

CEU's –CMFO/CCFO-4.0 Office Mgmt;CTC-4.0 General/Secondary;CPWM-4.0 Govt;RMC-4.0 Rec;QPA-4.0 Off Admin/General Duties; RPPO/RPPS-3.0;CRP-3.25; CPA-4.0 Personal Development; CLE-4.0 Municipal Law;PACLE-3.5 Government Law (Local and Municipal)**; **CTA-3.5 PTA**

****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 Calendar page: http://www.njslom.org/seminars.html**

IN CASE OF INCLEMENT WEATHER OR CANCELLATION: We will announce emergency seminar cancellations via recorded announcement on our Weather Hotline: **609-695-3481 ext. 200** and post announcements on our website www.njslom.org after 6:00am on the morning of the meeting. Please note: If an event is cancelled by the NJLM registration fees will be refunded in full. Modification of events will not be cause for refunds.

PLEASE NOTE: As of May 15, 2013 we will no longer fax our Membership Advisories unless you specifically request it. Please contact Shirley Cade at scade@njslom.com or 609-695-3481 ext. 114 ONLY if you choose to continue having our Advisories faxed to your Municipality.

NJLM Advisories are posted daily on our website at www.njslom.org as well as emailed to our clerks list. If you have not registered to be on our clerks email list you can do so through our website or contact Shirley Cade.

Please be advised that the information you receive is not legal advice. You must consult your town attorney to make sure that any of the material you receive is in accordance with current state law and your particular facts and situation.

Please be advised that the New Jersey State League of Municipalities is subject to the New Jersey Open Public Records Act. As such, any email sent or received by the League may be subject to a records request.

New Jersey League of Municipalities
222 West State Street, Trenton, NJ 08608
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