

**New Jersey League of Municipalities Presents:
“Ask RMS” Records Retention and Storage**

December 8, 2023
10:00 a.m. to 12:00 p.m.
Your Computer

COVID-19 stalled the records retention process in many offices. Now it's time to catch up. This webinar will be an interactive program with Karen Perry from the State's Records Management Services. We ask attendees to submit questions in advance of the webinar to help shape the discussion. Some helpful topics to ask questions about are:

- Records Retention Schedules
- Records Destruction Requests– Artemis
- Imaging Records & Imaging Certification
- Damaged Records Reports
- Public Records & OPRA

Please submit your questions in advance of the webinar to dholland@njlm.org using the subject line “Ask RMS.”

Presenter:

- Karen A. Perry, Records Analyst 1, NJ Department of the Treasury, Division of Revenue and Enterprise Services, Records Management 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-2.0 PD; NJCLE-2.4; PACLE 2.0; RPPO/RPPS-2.0 M/S; Planning/Zoning/Land Use-2.0 Technical; CRP-2.0; LGLP-3.0

***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](https://www.facebook.com/njleague), and X [@NJ_League](https://twitter.com/NJ_League) after 6:00 a.m. on the morning of the meeting.