



# Second Wednesday's

January 14, 2015

## Public Records Requests—Do's and Don'ts

CCAO is pleased to offer a one-hour "Public Records Requests—Do's and Don'ts" webinar on January 14 at 9:30 a.m. This webinar will highlight the following:

- Basic definitions of the who, what and when of public records requests
- How to handle electronic records, notes and drafts
- Rights of the requester and obligations of the public office
- Exceptions to the public records act and common misconceptions about exceptions
- Withholding or redacting information: obligations to requester
- Mandatory and optional clarification of requests
- The obligations, liabilities and schedules of records management and retention

**Speaker:** Jeff Clark, a principal attorney for the Constitutional Offices Section of the Ohio Attorney General's Office, graduated from Denison University and The Ohio State University College of Law. He has been an Ohio assistant attorney general since 1982. He became assistant chief of the Criminal Justice Section in 1991, and represented Ohio's state-level law enforcement agencies as well as serving as a public records specialist. In 1995, he was appointed chief of the Corrections Litigation Section, where he managed defense of prisoner lawsuits against Ohio, and in 2001 oversaw creation of the Attorney General's Computer Crime Task Force. In 2007, Mr. Clark joined the Constitutional Offices section, and currently provides legal counsel to state agencies, and training to government officials and the general public on Ohio's Sunshine Laws.

**Registration:** Participants in the webinar may pose questions to the presenters who will respond during and after the power point presentation. To register for this exceptional educational opportunity, please click on this link: <https://www3.gotomeeting.com/register/960355038>. If you experience difficulty in connecting to the link above and you wish to register for the webinar, please email Amanda Jones, CCAO Program Assistant, at [ajones@ccao.org](mailto:ajones@ccao.org) and provide her with your name, title, and email address. **Webinar participation on January 14 is limited to the first 100 to sign-on to the webinar that morning.** For additional information regarding the topic for this webinar, please contact Brad Cole, CCAO Managing Director of Research at [bcole@ccao.org](mailto:bcole@ccao.org).

County Commissioners Association of Ohio

209 East State Street • Columbus, Ohio 43215 • 614/221-5627 • [www.ccao.org](http://www.ccao.org)