



How long do we keep this record? Records retention webinar – April 13

CCAO is pleased to offer a Second Wednesday webinar on “Records Retention Policies: How Long Do We Keep This Record?” on April 13 at 9:30 a.m. The first part of the webinar will cover how to conduct a records analysis to determine retention periods and the role each records commission member plays in the analysis and approval process. The state approval process and the records deposition process will also be discussed. In the second half of the webinar, the speaker will use a unique and entertaining scenario to illustrate media formats, permanence and the factors that go into deciding on what format to retain records.

Our presenter is Pari Swift, senior record manager at the Ohio Attorney General’s Office, who is responsible for developing a sound records management program and is an integral part of the document/records management system implementation team.

[Click here](#) to register. If you experience difficulty in registering, please contact CCAO Administrative Assistant [Curt Pratt](#) and provide him with your name, title, employer and email address. For additional information regarding the topic for this webinar, please contact [Brad Cole](#), CCAO managing director of research, at (614) 220-7981. [Read more...](#)