

# Public Records Act 101

*Presented by:*

**Washington Association of Public Records Officers (WAPRO)**

**Tuesday, January 26, 2010, 9 a.m. to 4 p.m.**

*Lunch included*

**McGavick Center, Clover Park Technical College  
4500 Steilacoom Blvd. SW, Building 23, Lakewood, WA 98499**

**Only \$125 if you register by January 14, 2010**  
*(includes membership in WAPRO good through November 2010)*

***Space is limited so register now***

**Registration:** Visit [www.wciapool.org](http://www.wciapool.org) or complete the registration form on next page.

**Hotel Accommodations:** Make reservations by **January 19, 2010** to receive reduced rate  
La Quinta Inn and Suites Lakewood, 11751 Pacific HWY SW, Lakewood, WA 98499  
Phone: 253-582-7000

## Course Schedule

- |               |  |
|---------------|--|
| 9-9:15 a.m.   | <b>Opening Remarks</b> and Introduction of WAPRO and Its Board   |
| 9:15 -12 pm   | <b>Public Records Act Basics</b> , by Ramsey Ramerman with panel (break at 10:30) <ul style="list-style-type: none"><li>• Detailed review of the basics for handling public records</li><li>• Guidance on E-Records, social media and metadata</li><li>• Tips for dealing with difficult requests and training your employees</li></ul>  |
| 12:15-1:15 pm | Tracking Software demonstration by iCompass with hosted lunch  |
| 1:15-2 pm     | <b>Exemptions 101</b> , by Ramsey Ramerman <ul style="list-style-type: none"><li>• An overview of exemptions to the Public Records Act, with a focus on how exemptions serve the public good.</li></ul>  |
| 2-2:15 pm     | Break  |
| 2:15-3:15 pm  | <b>Public Records Act Update</b> , by Attorney Panel including Ramsey Ramerman, Steve DiJulio, Jeff Myers, Mary Perry, Matt Kaser and Dan Hamilton. <ul style="list-style-type: none"><li>• Review of the latest Public Records Act court opinions</li><li>• Tips, insights and ideas from the attorneys who handled the cases</li></ul> |
| 3:15-4 pm     | <b>Electronic Records Management 101</b> , by Kyle Stannert <ul style="list-style-type: none"><li>• Learn the newest theories on the management of e-records</li></ul>   |

## WAPRO Board:

**President:** Ramsey Ramerman, *City of Everett*

**President Elect:** Alice Bush, *City of Lakewood*

**Vice-president:** Woody Edvalson, *City of Bonney Lake*

**Secretary:** Amy Cleveland, *City of Olympia*

**Treasurer:** Brandy Rinearson, *City of Port Orchard*

**Directors:** Kelli Williams, *King County*; Kristal Wiitala, *State of Washington DSHS*; Elena Ramirez, *Franklin PUD*; Tracy Jeffries, *City of Marysville*; Yvonne Yaskus, *City of Tacoma*

REGISTRATION

To register for this event, visit [www.wciapool.org](http://www.wciapool.org) or complete this registration form and submit to the address below.

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Attendees receive *free* WAPRO membership (valid through Nov 30, 2010)

- \$ 125 for first individual registering by January 14
- \$100\* for each additional individual from the same jurisdiction/agency by January 14
- \$150 for all individuals registering after January 14
- I cannot attend the training, but I am interested in more information about joining WAPRO.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Agency: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Make sure you include  
your email address**

**\*Registration Discount:** If you are claiming a discount as an additional individual(s) from the same agency/jurisdiction, please provide the name of at least one other registrant from that agency/jurisdiction:

\_\_\_\_\_

- Payment:**
- Please email me an invoice (make sure you have provided your email)
  - I have enclosed a check (**payable to WAPRO**)

**Cancellation:** Email Brandy Rinearson [brinearson@cityofportorchard.us](mailto:brinearson@cityofportorchard.us) by January 14. Cancellations received after January 14 will not be honored. Alternates will be accepted. Membership will not be reassigned to the alternate.

Email your completed registration form to  
Brandy Rinearson at [brinearson@cityofportorchard.us](mailto:brinearson@cityofportorchard.us)  
or

Mail the form and check payable to **WAPRO** to:  
Brandy Rinearson, WAPRO Treasurer  
c/o City of Port Orchard  
216 Prospect Street  
Port Orchard, WA 98366

WAPRO EIN # 27-1561928

**Questions?**

Email Ramsey Ramerman at  
RRamerman@ci.everett.wa.us