



**The FGFOA Free Internet Based Webinar Series presents
“Florida Public Records and the Sunshine Law”**

**Thursday, June 18, 2020
2:00 p.m. – 3:40 p.m. EDT
CPE: 2 Hours TB
Field of Study: Business Law**

Presenters:

Tim Few, Records Management Analyst
Bureau of Archive and Records Management, Department of State

Stephanie Boggs, Records Management Analyst
Bureau of Archive and Records Management, Department of State

Overview:

This webinar will cover topics related to public records retention and disposition including electronic records (i.e. email and social media). Additionally, an overview of the Sunshine Law will be presented.

Learning Objectives:

- Differentiate between materials that meet the definition of a “public record,” and materials that do not
- Understand the different types of retention and how retention applies to public records
- Identify public records by record series type for retention purposes
- Understand the disposition requirements and documentation for public records
- Become familiar with electronic records care and maintenance, including email and social media
- Become familiar with the public records access provisions for Florida public agencies
- Introduction to exempt vs. confidential and exempt information and the Government in the Sunshine Manual

Participation is free and only available to current FGFOA Members.

You will need your FGFOA member ID to register for this webinar. Please [click here](#) to log into the FGFOA member portal to retrieve your member ID.

Click on the link below to register:

<https://attendee.gotowebinar.com/register/1479197589004556302>

NOTE: All Webinar information will be sent via email. Please confirm that you enter your correct email address when registering.

After registering you will receive a confirmation email containing information about joining the Webinar. This confirmation is unique to you, and you will need the link to log-in and connect to the Webinar. Once presentation are received they will be posted at www.fgfoa.org under presentations.

CPE Reporting Verification: Your participation will be recorded through the webinar software. You must be present and signed in the entire 100 minutes to receive credit. The FGFOA will receive a verification report after the webinar and will prepare the CPE certificates. You should receive your certificate via email in approximately 30 days.

This program being offered free of charge.

System Requirements

PC-based attendees

Required: Windows® 7, Vista, XP or 2003 Server

Macintosh®-based attendees

Required: Mac OS® X 10.4.11 (Tiger®) or newer

For additional information regarding registration please contact Karen Pastula, at kpastula@flcities.com

FGFOA is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National

Registry of CPE Sponsors through its website: www.learningmarket.org.

Paul Shamoun
Executive Director
Florida Government Finance Officers Association
850-701-3648
ptshamoun@flcities.com

