



Washington Association of
Public Records Officers



Wednesday, May 17, 2023

TRACK 101

- 8:00AM - 8:15AM **Opening Remarks**
- 8:15AM - 10:45AM **Legal Update | C000055 (W)**
Update on the latest PRA cases from the courts and new legislation passed in this year's session.
- 11:00AM - 12:00PM **Retain Your Enthusiasm: Records Retention | E000397 (W)**
Government agency representatives handle an alarming amount of physical and digital data in the course of their jobs. These public records are the process and the point of the work we do. Records Retention is central to this work. In this session, we'll explore retention, schedules, and our responsibility to the records we create and receive.
- 12:15pm - 1:15PM **New Employee Orientation | A000099 (W)**

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Update on the latest PRA cases from the courts and new legislation passed in this year's session.
- 11:00AM - 1:15PM **Building Sustainable Public Records & Records Management Teams | E000398 (W)**
Bring your questions and join us for a discussion on how Washington Department of Fish and Wildlife is building an effective, centralized Public Records Unit. We will be sharing organizational structure, position descriptions, hiring tips, best practices, agency policies and standards. We'll walk you through how our unit carved a path into DFW IT and our strategic plans for the future.

Thursday, May 18, 2023

TRACK 101

- 8:00AM - 9:00AM **Electronic Searches: Keywords, Conditions and Boolean Logic | D000185 (W)**
Many agencies are starting to use eDiscovery tools to perform faster and more comprehensive searches for electronic records, rather than solely relying on individual custodians to manually gather documents. However, your results are only as good as the searches you run. In this presentation, learn the basics of Boolean logic statements and how to use them to build quality searches from the ground up, including developing keywords, narrowing results, and avoiding common pitfalls.
- 9:10AM - 10:10AM **The Good, the Bad and the Watergate | E000406 (W)**
With return to office in full swing, everybody's talking about how the last few years have changed the workplace forever. A common thread in the conversation is a want or need for a fully digital workplace, which inevitably means Scan and Toss for all physical records is brought up. But what do records managers think of that idea? Come listen to a panel of three records aficionados talk about the good, the bad, and the ugly of the Scan and Toss process. This panel is meant for an advanced audience.
- 10:20AM - 11:20AM **Customer Service in Public Disclosure | B000247 (W)**
This session will cover the importance of customer service when processing public disclosures and what customer service looks like. Useful tools and their application to even the most peculiar disclosure request will be discussed.
- 11:30AM - 12:30PM **Starting a Body Worn Camera Program | F000130 (W)**
Join this session to begin establishing retention and disposition, setting up new users, establishing training within the agency, ensuring quality control, workstation and technology needs / setup and appropriate staffing.

TRACK 201

- 8:00AM - 10:10AM **Preparing for Public Records Litigation | A000100 (W)**
This session will cover the guidelines of a deposition, and discuss the steps to take before, during and after a deposition.
- 10:20AM - 12:30PM **Advanced Video Redaction | D000186 (W)**
In this presentation you will learn how Video Specialists at the Seattle Police Department handle Body Worn Video requests for public disclosure requests.