

## WAPRO 2024 Spring CONFERENCE AGENDA

### Wednesday, May 15th

9:00AM – 9:15AM

#### **Opening Remarks**

*Speaker Tracy Becht, WAPRO President*

9:15AM – 10:15AM

#### **Case Law/Legal Update**

*Speakers Morgan Damerow, Ramsey Ramerman and Jennifer Steele*  
*WAPRO Course Code: C000063*

Update on the latest PRA cases from the courts and new legislation passed in this year's session.

10:15AM – 10:30AM

#### **Break**

### **201 Courses**

10:30AM – 11:30AM

#### **Premium eDiscovery – Tips and Tricks**

*Speaker Kelly McDermott*  
*WAPRO Course Code: D000204*

This presentation will go over tips and tricks while working in O365 Premium eDiscovery.

11:30AM – 11:45AM

#### **Break**

11:45AM – 12:45PM

#### **Requests for Personnel Records/Exemption and Processing Considerations**

*Speaker Morgan Damerow*  
*WAPRO Course Code: F000141*

Personnel records are personal, at least that's how people commonly feel. They are also public records. In this session we will talk about information in personnel records that may be exempt from production because of state and federal exemptions. We will discuss some of the unique considerations and legal requirements in processing PRA requests for these records. We will also differentiate PRA requests from other statutes that may grant access to these records.

12:45PM – 1:00PM

#### **Break**

1:00PM – 2:00PM

#### **Request to Reality: Developing and Implementing Electronic Searches**

*Speakers Audrey Hare, Anthony Esposito and Ken Hugoniot*  
*WAPRO Course Code: D000205*

This presentation will teach the basics of Boolean logic statements and how to use them to build quality searches from the ground up, including developing keywords, limiting results using metadata, and avoiding common pitfalls. Once we've covered the concepts, we'll put them to use by creating searches for real requests in the Barracuda Cloud Archiving solution.

2:00PM – 2:15PM

#### **Break**

2:15PM – 3:15PM

#### **Public Records in Court**

*Speaker Judge Matthew Segal*  
*WAPRO Course Code: F00043*

Judge Matthew Segal (ret.), who practiced extensively in the field of public records, was a regular WAPRO presenter, and has just served a term on the King County Superior Court, addresses public records act litigation. How can public records officers and staff protect against litigation? What do litigants and the courts focus on when records disputes arise? What ethical duties and obligations guide us in serving the public and promoting transparency and accountability?

3:15PM – 3:30PM

**Break**

3:30PM – 4:30PM

**How to Read and Scope A Request**

*Speaker Charlotte Archer*

*WAPRO Course Code: B000278*

Do those "any and all" PRA requests have you ready to quit and move to Fiji? Don't get mad, get clarifying! This session will focus on strategies founded in the PRA for reading, scoping, interpreting, and effectively clarifying a request for records.

## Thursday, May 16th

### 101 Courses

8:00AM – 9:00AM

**Emotional Wellbeing in Customer Service**

*Speaker Alys Everbeck*

*WAPRO Course Code: B000279*

Customer service has evolved to the point where often, it feels more like crisis management. Using the lens of Justice Based Policing, we'll explore active listening attitudes and techniques, identifying and de-escalating crisis behaviors, overwhelm, burnout, and processing critical incident stress.

9:00AM – 9:15AM

**Break**

9:15AM – 10:15AM

**How to Become a Certified Public Records Officer**

*Speaker Michael Fulmer*

*WAPRO Course Code: G000033*

In this session we will discuss how to become a Certified Public Records Officer with WAPRO. We will cover the certification and recertification requirements, the WAPRO course categories, how to get WAPRO credits, and how to apply for certification and recertification.

10:15AM – 10:30AM

**Break**

10:30AM – 11:30AM

**Making History: Transferring Your Agency Records to the State Archives**

*Speakers Dave Beals, Janette Gomes and Frank Oesterheld*

*WAPRO Course Code: E000423*

Why transfer your agency's records to the Washington State Archives? This session will describe the benefits of transferring digital and hardcopy records, how archival records are chosen, how to transfer records, and what happens afterward. Archivists who work with state and local agency archival collections will provide information on the archival appraisal process, preparing records for transfer, and how the State Archives provides support before and after your records are transferred.

11:30AM – 11:45AM

**Break**

11:45AM – 12:45PM

**Boolean Logic Searches**

*Speaker Sean Reichard*

*WAPRO Course Code: D000206*

This session provides an overview of Boolean searching, how it functions, and how it can be used to search for records in a file system or records management environment.

12:45PM – 1:00PM

**Break**

1:00PM – 2:00PM

**Law Enforcement and Jail Records for Beginners**

*Speakers Kirsty Jones*

*WAPRO Course Code: F000142*

Law Enforcement and Jail Records for Beginners.

2:00PM – 2:15PM

**Break**

2:15PM – 3:15PM

**101 Q&A Panel**

*Speakers Molly Rooney and Dana Smith*

*WAPRO Course Code: A000107*

A session designed to answer your public records questions.