

State Agency Workshop

State Capitol Room 4202

October 6, 2006

9:00 a.m.-1:00 p.m.

AGENDA

Legislative Sponsor(s):

Assemblyman Mark Leno (D-San Francisco)

TBA

Presenters:

Ted Prim, Deputy Attorney General, Government Law Unit

Richard McKee, President, Californians Aware

Terry Francke, General Counsel, Californians Aware

Emily Francke, Executive Director, Californians Aware

Purpose:

This event is intended to provide state agency employees with comprehensive training on handling CPRA requests, from start to finish. Attendees should leave the workshop with a better understanding of the law and the confidence to serve the public in a responsible and efficient manner. *Participants will also get a hint about the next CPRA compliance audit planned by Californians Aware.*

Topics:

- A. The Top 10 Things You Need to Know About Handling CPRA Requests
 - This 90-minute session provides a basic training on the obligations and prohibitions of the California Public Records Act. Presented by Terry Francke.
- B. Practical Training
 - This 45-minute session will focus on the best (and worst) practices employed by agencies when handling CPRA requests. Presented by Richard McKee and Emily Francke.
- C. Guidelines and Fees
 - This 45-minute discussion will cover the “do’s and don’ts” of adopting CPRA guidelines and copy fees. Presenter TBA.
- D. AB 2927 – New penalties, website requirements, and AG review
 - This 45-minute presentation will outline the changes, and new requirements, of the CPRA, if AB 2927 is signed into law. Presented by Ted Prim and Terry Francke.
- E. Take Home Exam
 - Exams will be distributed to participants, and instructions given. Presented by Richard McKee.