

# Responding to Requests for Electronic Information



Friday, February 24, 2011  
9:00 a.m. to 1:00 p.m. (Registration at 8:30)  
NC Arboretum, Asheville, NC

UNC School of Government Professor Kara Millonzi will lead a program on the difficulties for those compelled to research, retrieve and review electronic information across multiple platforms and repositories.

Designed for **IT professionals, attorneys, managers, clerks**, and others responsible for public records, the workshop will answer questions of concern to local governments, including

- ✓ What are the unique burdens and obligations on local units when responding to public records requests for electronic information?
- ✓ What is electronic (e-) discovery, and what electronic data is subject to search and retrieval?
- ✓ What are the current statutory provisions governing public access to electronic information?
- ✓ What are the current rules of civil procedure in North Carolina state and federal courts that relate to the discovery of electronic information?
- ✓ What are best practices in managing, searching, and retrieving electronic information?
- ✓ What are some of the pitfalls in adopting and managing new technologies in the public sector?

The workshop is co-sponsored by the Local Government Training Program, in the Department of Political Science and Public Affairs at Western Carolina University. For additional information, contact Vickey Wade at (828) 227-3442 or [vwade@wcu.edu](mailto:vwade@wcu.edu).

A \$35 registration fee covers the cost of materials and food. Registration ends Tuesday, February 21, or when the class is full (25 attendees). To register, please complete the form provided and return it to the address below. Checks should be made payable to Western Carolina University.

**Directions:** <http://www.ncarboretum.org/plan-a-visit/hours-directions>

---

**2012 Responding to Requests for E-Information**

**100607**

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

Unit of Government: \_\_\_\_\_ County: \_\_\_\_\_

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

City \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Return this registration form and payment to:**

Local Government Training Program, 345 Stillwell Bldg, WCU, Cullowhee, NC 28723