

Document Retention and Destruction in California

San Francisco, CA • September 17, 2010 • ID# 385001



**Bring a Colleague –
Save \$50**

(Includes Free Manual)

Are you *sure* you want to throw that document away?

New regulations ... the constant threat of audits ... the increased use of e-discovery ... in today's changing legal environment, you're asking for trouble if you don't have an effective Records and Information Management Program in place. And even if you do, standards are changing – have your policies and procedures changed with them? Attend this seminar and learn what records to store and when, why and how to destroy them, and how to comply with pertinent statutory and regulatory standards. You'll walk away with a real-world road map and best practices for implementing and updating a records management program that provides a safe harbor.

Benefits for You

- Create a document retention program that protects your business in litigation
- Don't let your company look guilty in court by destroying the wrong documents
- Save money by storing only *necessary* records
- Improve regulatory compliance – survive audits and reviews

Faculty

Cheryl D. Orr, *Drinker Biddle & Reath LLP*

Heather M. Sager, *Drinker Biddle & Reath LLP*

For more information about our speakers, go to www.lorman.com/ID385001.

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This seminar will be presented by Cheryl D. Orr and Heather M. Sager.

8:00 AM – 8:30 AM

Registration

8:30 AM – 9:00 AM

Overview

- Speaker Backgrounds
- Seminar Logistics

9:00 AM – 10:00 AM

In General

- What Is a Document?
 - Definitions Under Federal and State Law
 - Email and Social Media Entries – Included?
- Importance of Preserving Documents
 - Traditional and Electronic Discovery
 - Ramifications for Failing to Retain Documents
 - Spoliation and Potential Consequences in Litigation Context
- Litigation Costs

10:00 AM – 10:10 AM

Break

10:10 AM – 11:00 AM

Duty to Preserve

- When Triggered
 - Federal Laws, State Laws
 - Regulatory Audits/Compliance
 - Pre-Litigation and Litigation Context
- What Needs to Be Preserved
 - Personnel Files, Payroll Information (Wage and Hour Data), Benefits Records
 - Investigative Files
 - Other Categories of Workplace Data

11:00 AM – 11:30 AM

Record Retention Program Can Be Good for Business

- Comprehensive Record Retention Program Can Be a Defense
- Comprehensive Record Retention Program Can Help Business Efficiency and Profits

11:30 AM – 12:30 PM

Designing a Document Retention Program

- Some Key Considerations
 - Your Rationale for the Policy
 - Your Business Needs vs. Legal Obligations
 - Comprehensive yet Feasible Scope
 - Enforceability and Compliance
 - Safeguards
 - Distribution of Written Policy
- What to Avoid
 - Attempting to Evade Your Duty to Preserve Potential Evidence (Bad Faith)
 - Reliance on “Backups”

12:30 PM – 1:30 PM

Lunch (On Your Own)

1:30 PM – 4:15 PM

(Break 2:30 PM – 2:40 PM)

Key Considerations at Each Stage of Document Lifecycle

- Stage 1: Document Creation
 - Employee Training
 - Best Practices
- Stage 2: Document Retention
 - Developing a Document Retention Policy
 - Best Practices
- Stage 3: Document Destruction
 - Best Practices
 - Litigation Holds
- Enforcement and Compliance
- Mechanisms Of Enforcement
 - Audits
 - Discipline

4:15 PM – 4:30 PM

Questions and Answers

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Seminar Tuition (includes free manual with attendance)

- Yes!** I would like to attend. (\$349 per person)
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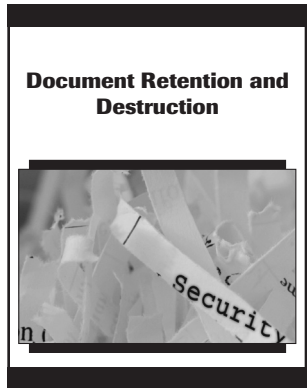
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SEMINAR ID: 385001

Where Is It?

Holiday Inn San Francisco
International Airport North
275 South Airport Blvd.
650-873-3550
San Francisco, CA

Who Will Be There?

This seminar is designed for attorneys, controllers, accountants, CFOs, tax managers and officers, presidents, vice presidents, human resource managers, compliance officers and records managers.