

Document Retention and Destruction in Tennessee

Chattanooga, TN • December 2, 2008

CLE deadlines are
fast approaching!
Register now to get your
credit before
Dec. 31st!

- 8:00 AM – 8:30 AM **Registration**
- 8:30 AM – 9:35 AM **The Federal Trade Commission's Records Disposal Rule**
— G. Clinton Heyworth, Esq.,
and Justin B. Hosie, Esq.
- Who Does the Rule Apply To?
 - What Does the Rule Require?
 - FTC Fines to Date for Failure to Comply
- 9:35 AM – 10:45 AM **Litigation and Your Document Retention and Destruction Process**
— Stephen D. Barham, Esq.
- Litigation Holds
 - Electronic Discovery
 - Enron, KPMG and Record Destruction Cases
 - Risk Factors
- 10:45 AM – 10:55 AM **Break**
- 10:55 AM – 11:55 AM **Fundamentals of Records Management**
— Jim Teske
- Definitions
 - Making Decisions on Formats (Paper vs. Digital)
- Managing and Obtaining Incremental Cost Reduction**
- Space, People and Vendors
- Active vs. Inactive Recordkeeping Issues**
- Indexing for Retrieval vs. Unnecessary Redundancy
 - Offsite Retention Options
 - Control, Security and Insurance Issues
- 11:55 AM – 12:55 PM **Lunch (On Your Own)**
- 12:55 PM – 1:55 PM **Document Destruction Services**
— Jim Teske
- Why and How to Destroy Confidential Information
 - Applicable Laws
 - Important Consideration in Choosing Vendors
- The Fundamentals of a Retention Schedule**
- Definitions
 - Information Classification
 - Requirements and Traditional Standards
 - Samples and Related Forms
- 1:55 PM – 3:00 PM **Record Retention and Destruction Policies – The In-House Counsel Perspective**
— Michael J. McSunas, Esq.,
and H. Blake Sims, Esq.
- The Cost of Retention
 - Creating the Policy
 - Corporate Buy-In and Training
 - Maintaining Corporate Records
 - Vendor Management
 - Employee Termination and Employment Records
- 3:00 PM – 3:10 PM **Break**
- 3:10 PM – 4:30 PM **Legal Ethics and Record Retention and Destruction**
— Ronald D. Gorsline, Esq.
- Professional Rules of Responsibility
 - Spoliation
 - Intentional and Negligent Destruction

Can you afford to store that document forever?

Federal regulators taking action ... audit requirements ... electronic discovery ... without an effective document retention and destruction policy, you may be subjected to numerous claims of evidence spoliation or unfair trade practices. If you have policies, have they been updated to meet changing standards?

Attend this seminar and learn the importance of storing records, which records to store and for how long, why to destroy and how to destroy them, and how to comply with pertinent statutory and regulatory standards. You'll walk away with a practical understanding for executing and maintaining a sound records program.

Benefits for You

- Comply with the Federal Trade Commission's records disposal rule
- Find out how to practically develop and maintain a policy
- Learn how to respond when you anticipate litigation
- Know your ethical requirements when handling record retention and destruction matters

Faculty:

Moderator:

G. Clinton Heyworth, Esq.
Chambliss Bahner & Stophel, P.C.

Stephen D. Barham, Esq.

Ronald D. Gorsline, Esq.

Justin B. Hosie, Esq.

Michael J. McSunas, Esq.

H. Blake Sims, Esq.
Chambliss Bahner & Stophel, P.C.

Jim Teske
RecordMax USA, LLC

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

Who Should Attend:

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

Continuing Education Credit:

HRCI 6.50	HRPD 1.0	ISM 6.50	IACET 0.65
ICRM 6.5	CPE 8.0	TN CLE 6.7/Dual 1.30	

IACET Learning Objectives

You will be able to review the Federal Trade Commission's records disposal rule.

You will be able to identify legal ethics issues.

You will be able to discuss document destruction services.

For more information visit us at www.lorman.com or contact us at 866-352-9540.

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Chattanooga, TN
December 2, 2008

Hilton Garden Inn Hamilton Place
2343 Shallowford Village Dr
423-308-4400

Register Now!

www.lorman.com

EXPRESS REGISTRATION



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Previous attendee comment from another Lorman seminar:

This seminar is by far an important tool to a company's success.."

— Joseph Apollo, Records Assistant
Kamehameha Schools

Names of Attendees (Please print clearly)

Priority Code 15801

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Chattanooga, TN December 2, 2008 Seminar ID: 382656

General Information:

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- If you need special accommodations, please contact us two weeks in advance of the program.
- Lorman Education Services is not approved to offer self-study CPE credit for accountants; therefore, no CPE will be given for this program if ordered as a self-study package.

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