

*Webinar on*

# **Drafting Document Retention Policies**

# • Areas Covered

## *Document Retention and Information Governance*

*Why Data Management?  
Key Policy Considerations  
Compliance Concerns*

## *Litigation Risks*

*The Value of Document Destruction  
The Importance of Legal Holds  
The Danger of Sanctions*

## *Mechanics of Drafting*

*Key Stakeholders  
Core Provisions  
Email Retention  
Mobile Devices  
Implementation Issues*

This material provides critical step-by-step guidance to policy-drafters in order to achieve results which are compliant, easily understood and feasible to implement.

**PRESENTED BY:**

*Mark Henriques has litigated contract cases for 27 years and brings a practical, litigation-oriented approach to drafting and negotiating contracts. Mark is a partner with Womble Bond Dickinson, a transatlantic firm with over 1000 attorneys, where he has practiced since 1991. Mark is a skilled trial lawyer who has successfully handled and tried cases in a variety of contexts ranging from breach of contract to class actions.*

On-Demand Webinar

Duration : 90 Minutes

Price: \$200

# Webinar Description

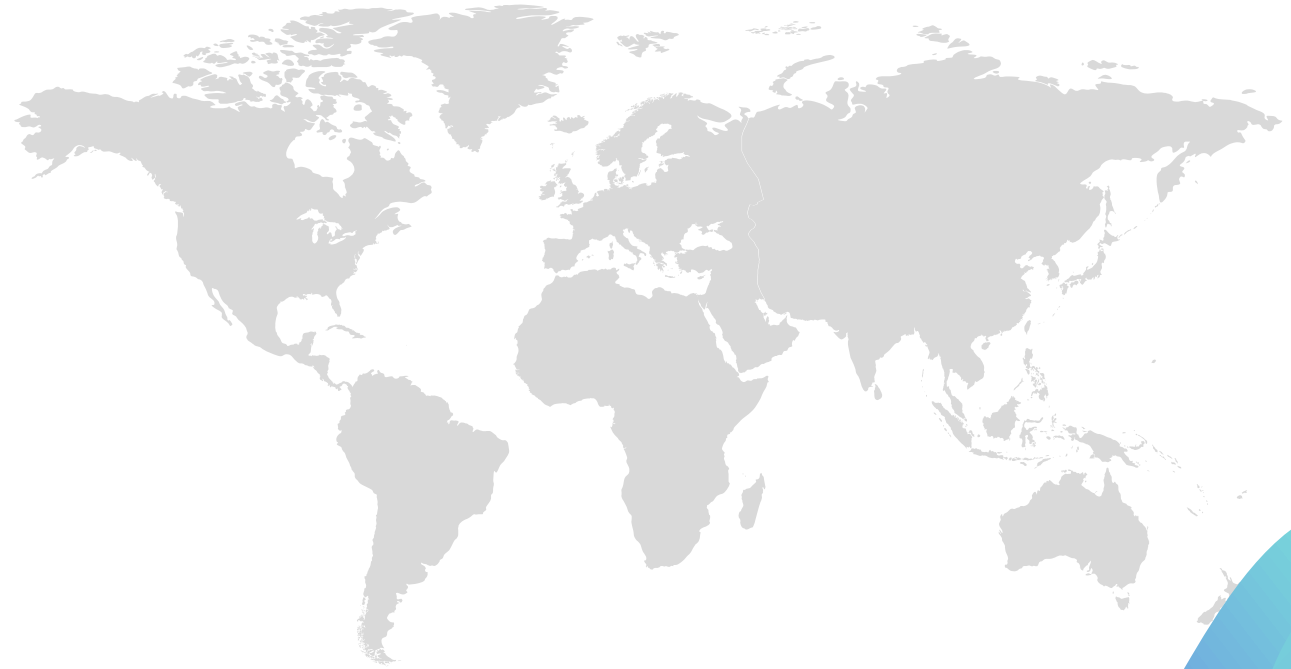
Companies are overflowing with information. Data is generated at a remarkable rate. What can be kept? What can be destroyed? This timely information helps the persons responsible for drafting document retention policies define the key objectives of the policy and satisfy the necessary legal requirements. Learn the proper elements of legal hold and the consequences for failing to properly implement such hold. This material provides critical step-by-step guidance to policy-drafters in order to achieve results which are compliant, easily understood and feasible to implement. It also offers practical advice in the challenging areas of e-mail retention and use of personal mobile devices (Bring-Your-Own-Device).

Ensure your company has an effective records retention program in place that saves time and money.



# Who Should Attend ?

*In-house Counsel, Attorneys, Information Governance Professionals, Record Management Professionals.*



# Why Should Attend ?

*Do you know where your data is? Do you know how long you have to keep it?*

*Without a policy which addresses what to keep and how long, your company risks being sued for premature disposal, or incurring hundreds of thousands of dollars in legal fees reviewing and producing decades of irrelevant documents and emails.*



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