

Dealing with Record/Document Retention & Destruction

WEBINAR OR ON-DEMAND WEB LINK
(LINK INCLUDES FREE CD ROM)

Tuesday, July 31, 2012

12 - 1:30 pm PT
1 - 2:30 pm MT
2 - 3:30 pm CT
3 - 4:30 pm ET

Federal and state laws and regulations mandate that banks retain traditional paper documents and electronically-stored information for a designated period of time. Unfortunately, some laws overlap and conflict, causing confusion for the bank. Previously, some banks retained all records permanently "to be on the safe side." That isn't practical today. In fact, retaining all records may actually harm the bank. All banks must have a systematic record-retention/destruction policy for electronically-stored information and traditional paper documents. Join us to learn the legal requirements and practical considerations for electronic and paper records retention and destruction.

Continuing Education: Attendance verification for CE credits provided upon request.



HIGHLIGHTS

- What documents should be kept and how long?
- How should you handle electronic records?
- What are the requirements of an effective records retention and destruction policy?
- What special action must be taken when litigation is threatened against your bank?
- What are the pitfalls to look for?
- Bonus: Supplemental handout will include state-specific requirements

WHO SHOULD ATTEND?

This informative session is designed for corporate and operations personnel, especially those responsible for creating record-retention policies and responding to document requests.

MEET THE PRESENTER

Elizabeth Fast,
JD & CPA, Bankers Choice



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Community Bankers Association of Oklahoma REGISTRATION FORM

Date of Seminar	Name of Seminar	Live Webinar \$230	On-Demand Link & Free CD Rom \$230	Both Live Webinar & On-Demand Link (includes free CR Rom) \$350	TOTAL
					\$

***CD Rom for pc use only**

Name: _____ Bank: _____

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Phone: _____ Fax: _____

Email: _____ (Email address is required.)

Hook up instructions and seminar materials will be emailed approximately
7 days prior to the seminar.

REGISTRATION AND PAYMENT INSTRUCTIONS – Please note invoices are not provided.
Mail registration form and check made payable to:

Financial Education and Development, Inc., P.O. Box 1780, Helena, MT 59624

Fax registration form, including credit card number to (406) 442-2357.

Important Note if Paying by Credit Card: This form will serve as your receipt. Charges will show up on your credit card statement from Financial Education and Development, Inc.

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***NOTE:** It is best to have all payments and registrations to us 10 days prior to the seminar to ensure timely receipt of hook up instructions and handout materials. We will do our best to accommodate late registrations.

FOR QUESTIONS EMAIL: CBAO@financialedinc.com

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