

Critical Issues On The Agenda

8:30 a.m. - 8:45 a.m.

I. Overview

— Ronald L. Lipinski

8:45 a.m. - 9:30 a.m.

II. Forgotten But Not Gone

— Mark L. Johnson

- A. Megatrends In Records Management
- B. Litigation In The Electronic Age
- C. Common Misconceptions
- D. Case Studies

9:30 a.m. - 10:15 a.m.

III. Record Retention – An Integral Part Of An Effective Corporate Compliance Program

— Ronald L. Lipinski

- A. Criteria For An Effective Compliance Program
- B. Developing An Electronic Usage Policy
- C. Document Retention Requirements
 - 1. Federal
 - 2. Illinois
 - 3. Local

10:15 a.m. - 10:25 a.m.

Break

10:25 a.m. - 11:15 a.m.

IV. Developing And Implementing A Corporate Records Management Program

— Ronald L. Lipinski

- A. What Should Be Covered?
- B. Process
- C. Retention Criteria
- D. Implementation
- E. Record Destruction
- F. Reasons For Establishing A Program
- G. Sarbanes-Oxley

11:15 a.m. - 11:45 a.m.

V. Protecting Confidential Information

— Scott A. Carlson

- A. Protecting Your Trade Secrets
- B. Preventing Corporate Espionage
- C. Relationship Between Protection And Information Management

11:45 a.m. - 12:00 p.m.

VI. Morning Wrap-Up – Questions And Answers

— Scott A. Carlson,

Mark L. Johnson and
Ronald L. Lipinski

12:00 p.m. - 1:00 p.m.

Lunch (On Your Own)

1:00 p.m. - 2:00 p.m.

VII. Primer On Electronic Documents

— Patrick E. Zeller

- A. Document Types Of Sources
- B. Volatility Of Electronic Documents
- C. Preservation Of Electronic Data
- D. Overview Of Computer Forensics

2:00 p.m. - 3:00 p.m.

VIII. Challenges Of Document Retention In Electronic Age

— Scott A. Carlson

- A. IT's Approach To Data Retention vs. Document Retention Policies
- B. Spoliation In The Electronic Age
- C. Legacy Systems
- D. Common Pitfalls In Electronic Data Retention

3:00 p.m. - 3:10 p.m.

Break

3:10 p.m. - 4:00 p.m.

IX. Going From Data Retention To Litigation

— Daniel G. Goldwin

- A. Document Gathering
- B. Document Review
- C. Document Production

4:00 p.m. - 4:30 p.m.

X. Concluding Remarks, And Questions And Answers

— Scott A. Carlson,

Daniel G. Goldwin,
Mark L. Johnson,
Ronald L. Lipinski and
Patrick E. Zeller

The Benefits For You

Recent events underscore the importance of a records management policy for the retention and destruction of documents generated or collected during business activity. Destruction of documents on a random basis can create litigation challenges. Well-managed organizations need to respond professionally to customer, client and legal needs for records. A document that is destined inappropriately for destruction but instead finds its way into unfriendly hands can not only be embarrassing but potentially costly and can create significant liability. The enactment of Sarbanes-Oxley and recent headlines of litigation, both criminal and civil, involving major corporations underscore the risks. This seminar will not only provide guidelines on how to establish a records management program but, more importantly, will explain how to establish legal guidelines for retaining and destroying documents.

Seminar highlights:

- Record retention – an integral part of an effective corporate compliance program
- Developing and implementing a corporate records management program
- Protecting confidential information
- Primer on electronic records
- Challenges of document retention in electronic age

Learning objectives:

- The attendee will be able to discuss reasons for establishing a program.
- The attendee will be able to identify common pitfalls in electronic data retention.
- The attendee will be able to review criteria for an effective compliance program.

Written Materials/CD Audio Recordings

You will receive a professionally prepared manual at this seminar. This manual has been compiled by the faculty specifically for this seminar. The seminar will be recorded. Your registration constitutes your consent to such recording. If you cannot attend, you may order a set of the digitally recorded CDs and the accompanying manual from this program by using the registration form on the back panel.


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Our Distinguished Faculty

Scott A. Carlson is a partner in the Complex Litigation Group of Seyfarth Shaw LLP. Mr. Carlson co-chairs the firm's Electronic Discovery Task Force and focuses his practice on issues associated with electronic discovery and high technology, including issues such as electronic document preservation, production, spoliation and computer forensics.

Daniel G. Goldwin is an associate director with Navigant Consulting Inc. He works with corporate legal departments and law firms to prepare for and execute electronic discovery strategies, including data collection, staging for relevancy, privilege screening, and coordination between corporations and their law firms. Mr. Goldwin previously was an electronic discovery expert with LexisNexis Applied Discovery, working with law firms and corporations throughout the Midwest. Prior to joining LexisNexis Applied Discovery, he was an attorney with Sonnenschein Nath & Rosenthal in its Chicago office, practicing in its Litigation and Intellectual Property Groups.

Mark L. Johnson is a partner in the Chicago office of Seyfarth Shaw LLP. He is a recipient of the Law Bulletin Publishing Company's prestigious "40 Illinois Attorneys Under 40 to Watch" award for 2003. He has experience in many areas of complex civil and commercial litigation. He has successfully represented clients in disputes involving trademark infringement, domain name disputes, restrictive covenants, business valuations, recovery of commissions arising out of the sale of businesses and a variety of breach of contract matters. Mr. Johnson is also an accomplished construction attorney, having represented owners, general contractors and subcontractors in a variety of disputes.

Ronald L. Lipinski is a partner in the Complex Litigation Group of Seyfarth Shaw LLP. Mr. Lipinski is a member of the firm's Electronic Discovery Task Force and has extensive experience with electronic discovery and high technology, including issues such as electronic document preservation, trade secret protection, spoliation and litigation management.

Patrick E. Zeller joined Guidance Software Inc. in December 2005 as assistant general counsel. Prior to joining Guidance Software, he practiced litigation in the Chicago office of Seyfarth Shaw LLP. His practice primarily involved commercial litigation with a strong emphasis on high technology issues and electronic discovery. Mr. Zeller co-chaired the firm's Electronic Discovery Task Force. He was also an assistant attorney general and the director of the Computer Crimes Institute for the state of Illinois. Mr. Zeller has lectured on investigating and prosecuting Internet and high-tech crimes at numerous law enforcement training venues nationwide including the FBI Academy. He holds several certifications in computer forensics and is an adjunct professor teaching eDiscovery, computer forensics and digital evidence for The John Marshall Law School's LL.M. program.

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General Information

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Holiday Inn Itasca • 860 West Irving Park Road

Registration: 8:00 a.m. - 8:30 a.m. • Session: 8:30 a.m. - 4:30 p.m.

Lunch Break: 12:00 p.m. - 1:00 p.m. (On Your Own)

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INTERNAL CONTROLS IN ILLINOIS — Internal Controls In The Small Business Environment; Computer-Based Controls; Asset Misappropriations; Ethics.

FACULTY: Philip J. Bach, CPA, CFE, Manny Enwiya, KPMG, LLP; Mary K. Leber, CFE, Midwest Accounting and Tax Service. ©2005. 80 pages.

ITEM: 346110MAN MANUAL ONLY \$79

DOCUMENT RETENTION AND DESTRUCTION IN ILLINOIS — Records And Information Management In The Age Of Electronic Media; Overview Of Health Insurance Portability And Accountability Act Of 1996 Security Standards – Final Rule; The Financial Privacy Requirements Of Gramm-Leach Bliley Act – Standard For Safeguarding Customer Information; Federal Trade Commission 16 CFR Part 682 – Disposal Of Consumer Report Information And Records; Shredding Of Documents And Off-Site Storage Options – In-House vs. Off-Site; Retaining Accounting, Tax And Financial Records From A CPA's Perspective.

FACULTY: Larry Bates, Larry Bates & Associates; Pam McKay, Advanced Business Concepts; Jim Carter, RSM McGladrey, Inc. ©2005. 104 pages.

ITEM: 346567MAN MANUAL ONLY \$89

FINANCE: THE BASICS (Learn To Read And Understand Balance Sheets, Income Statements And Cash Flow Statements) — Beginnings; The Balance Sheet; The Income Statement; The Cash Flow Statement; The Owners' Equity Statement; Bringing It All Together.

FACULTY: Gregory L. Haslam of Alpha Financial Consulting, Inc. ©2005. 146 pages.

ITEM: 356023TMX CD AND MANUAL \$179
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Itasca, IL
June 7, 2006

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