

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*
- 9:30 a.m. - 10:15 a.m.
III. Record Retention – An Integral Part Of An Effective Corporate Compliance Program
 — *Ronald L. Lipinski*
- 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*
- 11:15 a.m. - 11:45 a.m.
V. Protecting Confidential Information
 — *Scott A. Carlson*
- 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*
- 2:00 p.m. - 3:00 p.m.
VIII. Challenges Of Document Retention In The Electronic Age
 — *P. Brian See*
- 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*
- 4:00 p.m. - 4:30 p.m.
X. Concluding Remarks: Questions And Answers
 — *Daniel G. Goldwin, P. Brian See and Patrick E. Zeller*

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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 cannot only be embarrassing and 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 retention
- Challenges of document retention in the electronic age
- The relationship between e-discovery and document retention

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.

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This course has been submitted to the Institute of Certified Records Managers. This program has been approved for 6.50 recertification credit hours toward PHR and SHRM recertification through the Human Resources Certification Institute (HRCI). For more information about certification or recertification, please visit the HRCI homepage at www.hrci.org.

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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. Mr. Johnson 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.

P. Brian See is an associate in Seyfarth Shaw's Litigation Practice Group. His practice focuses on electronic discovery and complex civil litigation. Mr. See has extensive experience counseling clients to develop strategies for electronic document preservation, collection, review and production, as well as records management issues. He has negotiated with federal and state regulators and civil litigants regarding electronic discovery issues in antitrust and regulatory investigations, multi-district class actions and other complex civil litigation matters.

Patrick E. Zeller joined Guidance Software Inc. in December 2005 as assistant general counsel. Prior to joining Guidance Software, Mr. Zeller practiced litigation in the Chicago office of Seyfarth Shaw. 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.

Phone (866) 352-9539 • Fax (715) 833-3953

General Information

Schaumburg, IL • September 29, 2006

Radisson Hotel Schaumburg • 1725 East Algonquin 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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FACULTY: Gary M. Brown, Baker Donelson Bearman Caldwell & Berkowitz, P.C.; Kenneth Duran, B.B.A., CPA, Stephen Tisdell, B.S., CPA, CENTRE Health Partners. ©2006.
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FACULTY: Gregory L. Haslam, Alpha Financial Consulting, Inc. ©2006. 146 pages.
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Common Issues In Document Retention And E-Discovery

This one-day seminar is designed for attorneys, controllers, accountants, CFOs, tax managers and officers, presidents, vice presidents, human resource managers, compliance officers, records managers, bankers and enrolled agents.

**Schaumburg, IL
 September 29, 2006**

**Scott A. Carlson
 Mark L. Johnson
 Ronald L. Lipinski
 P. Brian See
 Seyfarth Shaw LLP**

**Daniel G. Goldwin
 Navigant Consulting Inc.**

**Patrick E. Zeller
 Guidance Software Inc.**



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