

Looking Beyond Electronic Discovery

Presented by Shipman & Goodwin's E-Discovery and Information Governance Group



Looking Beyond Electronic Discovery: How the Lessons from E-Discovery Should Shape Records Retention and Destruction Policies

*A Complimentary Breakfast Seminar
for Senior Management and IT Professionals*

*Stamford
December 9, 2009*

About the Seminar:

The Internet and personal computers have transformed the way business is conducted. An increasingly high percentage of information is now created, communicated and stored solely by electronic means. Beginning in 2006 the Federal Rules of Civil Procedure were revised to reflect this new world of electronically stored information (ESI), and cases litigated in federal court have increasingly illustrated the costs and disruption of having to search for, review, and then produce ESI that may be relevant to a lawsuit. State court rules [and FOI] changes are not far behind.

What does all this mean for businesses? Many companies have been lax in their records retention and destruction policies and have erred on the side of retaining all electronic business information, especially since ESI storage has been relatively cheap. The lesson from E-Discovery, however, is that businesses must rethink what information they keep, how they keep it, and how long to keep it to avoid being overwhelmed by ESI and the costs of dealing with it both in litigation and for business purposes. This seminar will acquaint you with the dynamics of E-discovery that have been influencing how businesses manage information. We will also offer best practices on developing records retention and destruction policies that will better serve your business in the long run and help you avoid needless costs in litigation.

E-Discovery:

- What is Electronically Stored Information?
- How do the Federal Rules changes affect my business?
- What is involved in collecting, searching, reviewing and producing ESI?
- What are the costs and time involved in E-Discovery?
- What is the Litigation Hold process and why does it matter?
- What is the role of outside vendors?
- What can company managers and IT managers do to facilitate E-discovery?

Records Retention and Destruction Policies:

- What are the risks of doing nothing?
- What are the benefits of developing good policies?
- What should be the scope of these policies?
- What is the process for developing these policies?
- What is the new role for IT?
- How should the policies be enforced?

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Directions

Stamford : 300 Atlantic Street
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MERRITT PARKWAY FROM NORTH:

Take Exit 35. Turn right onto High Ridge Rd. for approximately 2.5 miles. High Ridge Rd. will become Summer St., stay on Summer for approximately 1.5 miles. Take a left onto Broad St. At 1st light, take right onto Atlantic St. At 2nd light take left onto Tresser Blvd. At 1st light make left onto Edith Sherman St. Take immediate left into Public Parking for 300 Atlantic St.

I-95 SOUTH:

Take Exit 8. At 3rd light, take right onto Atlantic St. Go through 2 lights and at 3rd light take right onto Tresser Blvd. At next light take left onto Edith Sherman St. Take immediate left into Public Parking for 300 Atlantic St.

FROM NEW YORK CITY I-95 NORTH

Take Exit 8. At end of ramp take left onto Atlantic St. Continue for 2 traffic lights and take right onto Tresser Blvd. At next light take left onto Edith Sherman St. Take immediate left into Public Parking for 300 Atlantic St.

PARKING:

Parking is available in Public Parking garage for 300 Atlantic Street. Please bring your parking ticket in for validation.

REGISTRATION:

Seating is limited, so registration must be received by December 2.

CLE credits are pending for this event.

Register online at www.shipmangoodwin.com/Events and click on Looking Beyond Electronic Discovery for the Stamford, December 9.

Free Registration

Registration Required

Looking Beyond Electronic Discovery

Seating is limited so please register December 2.

STAMFORD

DATE: December 9, 2009

Shipman & Goodwin

300 Atlantic Street, Stamford, CT

TIME: 9:00 AM to 11:00 AM

9:00 - 9:30 Registration & Breakfast

9:30 - 11:00 Seminar and Q&A

Name: _____

Organization: _____

Address: _____

Telephone: _____

E-mail: _____

Register online at www.shipmangoodwin.com/Events and click on Looking Beyond Electronic Discovery for December 9 or fax this portion to (860) 251-5214.