

# Looking Beyond Electronic Discovery

Presented by Shipman & Goodwin's E-Discovery and Information Management 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*

*Hartford  
October 28, 2009  
or  
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?

### Presented by:



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# Directions

**Hartford :** One Constitution Plaza  
Hartford, CT 06103-1919  
(860) 251-5000

## I-91 NORTH TO HARTFORD:

Exit 29A (Capitol Area, exit to the left). Merge onto the Whitehead Highway and take first exit on the right (Columbus Boulevard). Turn right onto Columbus Boulevard and proceed .3 miles to State Street. Turn left onto State Street, and first right onto Market Street. Proceed 1 block and take right onto Kinsley Street.

## I-91 SOUTH TO HARTFORD:

Exit 31 (State St.). At 2nd light, turn right onto Market St. Turn right at next light onto Kinsley St.

## I-84 EAST TO HARTFORD:

Exit 50 (Main St.). Go through 2 lights. At the 3rd light, turn right onto Market St. At 2nd light turn left onto Kinsley St.

## I-84 WEST TO HARTFORD:

Exit 54 (Downtown Hartford). Cross Founders Bridge/CT River. Proceed through light at end of bridge. At next light turn right onto Market St. Take right at next light onto Kinsley St.

## FROM KINSLEY STREET:

Enter 2nd parking garage entrance on right (past Bank of America Customer Parking), marked Kinsley Street South Garage.

## ENTRY TO ONE CONSTITUTION PLAZA LOBBY:

From parking garage, access One Constitution Plaza Lobby via P4 level, reached by stairwell (located in center of garage) or elevator (located on Kinsley St. side). Shipman & Goodwin LLP sign is located at lobby entrance. Sign in at security desk in Lobby. Take elevator labeled "Shipman & Goodwin" to 19th Floor reception area.

## PARKING:

Parking is provided if you park in the Kinsley Street South Garage. Please bring your ticket for validation.

**Stamford :** 300 Atlantic Street  
Stamford, CT 06901-3522  
(203) 324-8100

## 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:

Registration must be received by October 21 for Hartford and by December 2 for Stamford.

Register online at [www.shipmangoodwin.com/Events](http://www.shipmangoodwin.com/Events) and click on Looking Beyond Electronic Discovery for the appropriate office and date.

# Free Registration

## Registration Required

### *Looking Beyond Electronic Discovery*

Seating is limited so please register by October 21 for Hartford and by December 2 for Stamford.

#### **Hartford**

DATE: October 28, 2009

Shipman & Goodwin  
One Constitution Plaza

TIME: 8:00 AM to 10:00 AM

8:00 - 8:30 Registration & Breakfast

8:30 - 10:00 Seminar and Q&A

or

#### **Stamford**

DATE: December 9, 2009

Shipman & Goodwin  
300 Atlantic Street

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: \_\_\_\_\_

I wish to attend the following seminar: (check one):

Hartford, Oct. 28       Stamford, Dec. 9