

# 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 Public Sector Senior Management  
and IT Professionals*

*Hartford  
November 5, 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. While similar state court and FOI rules have not yet been revised, the need to preserve and produce ESI is already having an impact on public organizations.

What does all this mean for public organizations? Since ESI storage has been relatively cheap and public sector entities must be concerned with records retention requirements, many public entities have erred on the side of retaining all ESI. The lesson from E-Discovery, however, is that public organizations must rethink their practices 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 we manage ESI. 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 sources of Retention Requests for ESI?
- How the demands of E-Discovery interact with records retention requirements FOIA and other statutory and regulatory requirements?
- What is the role for IT?
- What are the best practices for public agencies?

### *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.

# Free Registration

## Registration Required

*Looking Beyond Electronic Discovery*

Seating is limited so please register by October 29.



## Hartford

DATE: November 5, 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

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_