

AIIM/ARMA

Legal Requirements for Records and Information Management

Donald S. Skupsky, JD, CRM, FAI, MIT

May 26, 2010

9:30 – 3:00 with lunch included

Prairie Meadows Events Center, Altoona, Iowa

\$65 per person



New! This event has been pre-approved by the Iowa Supreme Court for 4 hours of Continuing Legal Education.

9:30 – 10:00 **Registration**

10:00 – 12:00 **Introduction to Legal Requirements for Electronic Records**

What has been the influence of litigation, discovery, and legal compliance requirements on recordkeeping and records retention programs?

What legal principals affect all records?

What are your duties and responsibilities regarding records as evidence in a court of law?

- *Review the key laws taken from the Uniform Rules of Evidence Transaction Act and other laws and court cases that shape the laws of records as evidence.*
- *Review the criteria for admitting original, duplicate and electronic records into evidence.*
- *Review the legal standards for records and information management programs – defining the basic functionality to have a legally compliant and defensible system.*

12:00 – 1:00 **Lunch** – provided with your registration

1:00 – 3:00 **The Basics of Records Retention for Paper and Electronic Records:**

What is a record retention program?

What are the fundamentals of good record retention policies and procedures?

How should records be properly destroyed?

How long should tax, employment, contracts and other types of records be kept?

How should retention be applied to e-mail records?

Is there a difference between backup and off-line storage?

How should you ensure that electronic records are maintained for the required retention period?

Registration – Please register with the organization you are most familiar with:

AIIM: go to: <http://skupsky.aiimmidwest.org/>

Cancellations: Please contact Kelli Smith via email at ksmith@guideone.com or phone at 515-267-5462.

ARMA: Please contact Susan Lees to register

at susan.lees@pioneer.com or phone 515-270-4154. Please also contact Susan Lees for cancellations.

Registrations and Cancellations must be made by May 21, 2010. Cancellations after May 21, 2010 or no-shows will be billed.



Speaker Biography: Donald S. Skupsky, JD, CRM, FAI, MIT, is President of Information Requirements Clearinghouse (Denver, Colorado). Mr. Skupsky is also the developer of *Retention Manager 3*, the sophisticated records retention software and the editor of *Legal Requirements for Business records: The Electronic Edition*, a CD-ROM research tool to search United States and International Law for laws and court cases related to recordkeeping, records retention, evidence and information technology systems. He is the author of *Recordkeeping Requirements, Records Retention*

Procedures, Legal Requirements for Information Technology Systems, and Law, Records and Information Management: The Court Cases. Mr. Skupsky is also a records and information management consultant responsible for developing records retention programs and analyzing other legal issues affecting records and information management programs. Mr. Skupsky received the Juris Doctor (JD) degree from the University of Michigan Law School and has been admitted to the bar in Colorado and Michigan. He is also a Certified Records Manager (CRM). Mr. Skupsky received the prestigious Emmett Leahy Award in 1994 from the Institute of Certified Records Managers for outstanding contributions to the information and records management profession. In 1995, he was admitted to the Company of Fellows of ARMA, International (FAI) — the highest honor bestowed by the association. In 1999, he received the Masters of Information Technology (MIT) award from the Association for Information and Image Management.

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