

Your Bank's Business Documents Retention & Destruction Guidelines: *Accounts Payable, Vendor Records, Invoices, & More*

WEBINAR – ON DEMAND WEB LINK – FREE CD ROM

Tuesday, January 5, 2010

12 - 1:30 pm PT
1 - 2:30 pm MT
2 - 3:30 pm CT
3 - 4:30 pm ET

Does your bank have a systematic record retention and destruction policy that covers traditional paper documents and electronically-stored information? Would you be able to produce internal business documents that are required in litigation or adversarial situations? Some banks retain all records permanently "to be on the safe side," but, that isn't practical today. Learn the legal requirements and the practical considerations for electronic and paper retention and destruction of internal business records, including accounting ledgers, personnel files, accounts payable, invoices, and vendor contracts.

Continuing Education: Attendance verification for CE credits provided upon request.



HIGHLIGHTS

- What documents should you keep and for how long?
- How should you handle electronic records?
- What special action must be taken when litigation is threatened against your bank?
- How can an effective document-retention policy help your bank?
- What are the various methods for document retention and destruction?
- *This program will not cover loan/deposit compliance requirements.*

WHO SHOULD ATTEND?

This informative session is designed for corporate personnel and operations staff, especially those responsible for creating record-retention policies and responding to document requests.

MEET THE PRESENTER

**Elizabeth Fast, JD, CPA,
Spencer Fane Britt & Brown, LLP**



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