

Presented by Aldrich & Bonnefin, PLC, Counsel to Bankers' Compliance Group®



Monthly Telephone BRIEFING

July 20, 2018 – 12:00 – 1:30 p.m.

Operations Records Management and Retention Guidelines

During last month's BCG Telephone Briefing, we covered record retention issues regarding loan records that financial institutions often face, including balancing the legal aspects of retaining records as well as business considerations regarding records management. In addition, as part of the handout entitled, Loan Records Management and Retention Guidelines, we distributed an updated record retention schedule for loan records.

At this month's BCG Telephone Briefing, we will discuss the same issues but with a focus on managing operations records. These types of records include those created pursuant to the BSA regulations (such as CTRs, SARs and funds transfer orders), monthly statements for deposit and share accounts, deposit account agreements and many more. We will also provide an updated record retention schedule for operations records. Please join us as we lay out the issues involved in maintaining a well-run records management program.



bankers' compliance group®

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Aldrich & Bonnefin is hosting a Monthly Telephone Briefing for Bankers' Compliance Group[®] Members on **Friday, July 20**. This meeting will be presented live and will include a question and answer session. Members can ask questions by telephone or email. Each member that registers for the Monthly Telephone Briefing will be given a password and instructions to call in to the Briefing.

ORGANIZE YOUR PARTICIPANTS

BCG Main or Registration Contacts are encouraged to organize multiple attendees to participate at one location or several locations concurrently. In this manner, several attendees can be accommodated in one conference room with a speakerphone. All Briefing connections are included in your BCG Membership.

REGISTRATION

To register, please contact your institution's BCG Main or Registration Contact or, if authorized, log in at <https://register.bankerscompliancegroup.com/subadmin> and select "Register for Events." Registration closes at noon **two business days** prior to the Briefing date. On the day before the Briefing, registrants will receive an email with call-in instructions and single-use PIN.

CD-Rom: Members can also register to receive a CD-Rom package. This package, which includes any Handouts, is mailed to registrants approximately 2-3 weeks after the Briefing.

DOWNLOAD THE HANDOUTS

The Handouts are *generally* posted on the BCG Website by noon on the business day before the Briefing. All registrants will receive an email notification when the Handouts are posted. To download a Handout, go to www.bankerscompliancegroup.com/monthly-telephone-briefing.php and click on the "Download Handout Here" link at the end of each Briefing description.

CANCELLATION

It is not necessary for registrants to contact BCG if they cannot attend a Briefing and need to cancel their registration.

SIGN UP ANNUALLY

Sign up annually for the 2018 BCG Monthly Telephone Briefings! If you like attending the Briefings, but don't want to register every month, you can have your institution's Registration contact sign you up for the entire year.

MISSED THE BRIEFING?

Should you or others at your institution miss the briefing, you can tune into our streaming audio available on the BCG website one week after the Briefing, at www.bankerscompliancegroup.com/listen-while-you-work.php.