

On-Demand

2025

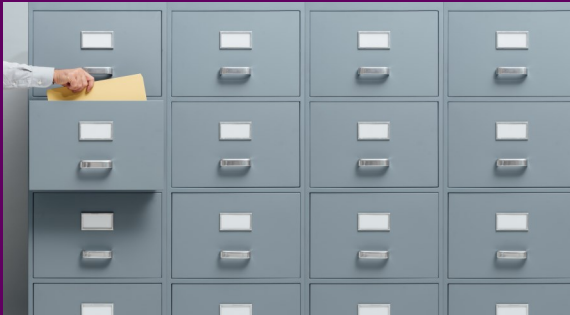
Webinar  
Records  
Management:  
More than  
Record  
Retention

Originally presented on  
Tuesday, March 25  
(1.5 hours)

*Presented by*

John M. Davis, Esq.

Principal of Aldrich & Bonnefin, PLC\*



WHO SHOULD ATTEND?

Legal Counsel, Compliance Officers,  
Information Security Officers,  
Corporate Secretaries, Information Technology  
Managers, Operations Officers and Personnel

Presented by Counsel for Bankers' Compliance Group®  
ALDRICH & BONNEFIN, PLC\*

Records management involves much more than setting retention periods for specific records. A proper records management program not only facilitates efficient banking operations, but serves as a powerful legal risk management tool. For example, when faced with examinations, lawsuits, investigations or other circumstances where producing accurate and timely information is crucial, a good records management program will minimize the risk of legal liability and sanctions. Thus, financial institutions need to adopt a comprehensive records management policy appropriate to the size and nature of the institution.

A records management policy that will be appropriate for an institution is driven by a number of important considerations, such as business necessity, the need to enforce contracts, evidentiary concerns, the threat of legal sanctions, and cost management considerations. Due to the complex issues involved, preparing an appropriate records management policy can be overwhelming. This Webinar will provide an overview of the foundational issues institutions should consider when preparing a records management policy. Participants will receive a schedule of legal retention requirements for corporate, lending, and deposit related records.

Topics to be covered include:

- Elements of a Well Drafted Records Management Policy
- Legal Retention Requirements
- Dealing with Litigation Holds and Evidentiary Considerations
- Proper Disposal of Records
- Special Considerations with Electronic Records

ON-DEMAND STREAMING AVAILABLE



**BANKERS' COMPLIANCE GROUP®**

phone: 800.742.3600

fax: 949.474.0617

Email: [info@bankerscompliancesgroup.com](mailto:info@bankerscompliancesgroup.com)



\* Janet Bonnefin has retired from the firm.

## Records Management: More than Record Retention - On-Demand

### ON-DEMAND WEBINAR

This Webinar was originally presented on March 25, 2025. There will be no live Q&A sessions but the recording does include the recorded Q&A sessions. This program is 1.5 hours in length.

Member Status	On-Demand Pricing
BCG Member	\$295.00
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### ACCREDITATION

**(Continuing Education credit will be provided only to the registrant)**

**MCLE:** As an added benefit we are offering this Webinar to in-house attorneys for MCLE credit. This activity has been approved for Minimum Continuing Legal Education credit by the State Bar of California in the amount of **1.5 hours**. Aldrich & Bonnefin certifies that this activity conforms to the standards for approved education activities prescribed by the rules and regulations of the State Bar of California governing minimum continuing legal education.