

March 25

2025 Webinar Records Management: More than Record Retention

Tuesday, March 25
10:00 – 11:30 a.m. PT

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



* Janet Bonnefin has retired from the firm.

BANKERS' COMPLIANCE GROUP®

phone: 800.742.3600

fax: 949.474.0617

Email: info@bankerscompliancegroup.com



March 25, 2025 Webinar – Records Management: More than Record Retention

PRICING

When registering online, please select from the following options:

Live Webinar (Live Webinar connection allows only 1 user)	\$275.00 (BCG Members)
	\$355.00 (BCG Non-members)
On-Demand Event (available 3 business days after Webinar is held)	\$295.00 (BCG Members)
	\$375.00 (BCG Non-members)

REGISTRATION

To register, please contact your institution's Bankers' Compliance Group® Main Contact or, if authorized, log in at <https://register.bankerscompliancegroup.com/subadmin> and select "Register for Events."

Registration for the Live Webinar closes on **Thursday, March 20**. Registrants will receive an email on how to download the materials and connect to the presentation two business days before the Live Webinar.

Streaming the On-Demand Event will be available 3 business days after the Webinar is held. Registrants may stream the event for 60 days after purchase. Registrants will receive an email with instructions on how to access the On-Demand Webinar and download the materials within approximately 24 hours after we have confirmed your payment has been received.

If you have not established an online event registration account, please contact Katrina Jensen at 800-742-3600 or email her at info@bankerscompliancegroup.com to obtain a username and password.

PAYMENT

BCG Members: This Webinar is offered to BCG Members on an optional basis. BCG Members will be billed and do not need to pay online or send a check.

Non-members: We must receive payment for the Live Webinar no later than **10:00 a.m. on Thursday, March 20**. Non-members may pay by ACH, wire or check for the Live Webinar and the On-Demand Event. To pay by ACH or wire, email info@bankerscompliancegroup.com for instructions. To pay by check, make checks payable and mail to **Aldrich & Bonnefin, PLC, P.O. Box 19686, Irvine, CA 92623-1029**, and indicate the event for which you are registering.

CANCELLATION POLICY

BCG Members: We must receive your written cancellation notice by **10:00 a.m. on Thursday, March 20**, with no charge. If we receive your cancellation request after this deadline, we will bill you \$50. However, if we have already sent an email with your PIN by the time we receive your cancellation request, we will bill you the full registration fee.

Non-members: We must receive your written cancellation notice by **10:00 a.m. on Thursday, March 20**, in which case we will refund your registration fee. If we receive your cancellation request after this deadline, we will refund your registration fee, less \$50. However, if we have already sent an email with your PIN by the time we receive your cancellation request, your registration fee is non-refundable.

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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.