



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

**Tuesday, January 5, 2010**

3:00 pm – 4:30 pm Eastern

**WEBINAR – ON-DEMAND WEB LINK – FREE CD ROM**

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.

### **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.**

### **WHY SHOULD YOU PARTICIPATE?**

This session is a cost-effective way to learn legal and practical methods for retention and destruction of internal business documents. You may train as many individuals as you like for one set price. There will be no travel costs, no time lost from work, and no one will be required to leave the institution.

### **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.

**PLEASE NOTE:** Your registration fee allows you to have **one telephone connection**. However, as many people as you like may listen from your office speaker phone. If you register for the webinar, your registration fee also includes **one internet connection** from a single computer terminal.

### **ABOUT THE PRESENTER – Elizabeth Fast, JD, CPA, Spencer Fane Britt & Brown, LLP**

Elizabeth Fast is a partner with Spencer Fane Britt & Browne LLP where she specializes in the representation of financial institutions. Elizabeth is the head of the firm's training division known as Bankers Choice. She received her law degree from the University of Kansas and her undergraduate degree from Pittsburg State University. In addition, she has a Master of Business Administration degree and she is a Certified Public Accountant. Before joining Spencer Fane, she was General Counsel, Senior Vice President, and Corporate Secretary of a \$9 billion bank with more than 130 branches, where she managed all legal, regulatory, and compliance functions. She is a member of the Missouri State Banking Board by appointment of the Governor.

