

Drafting Document Retention Policies

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The presentation reviews the basic approach of Information Governance and the importance of getting the relevant stakeholders at the table when drafting a document retention policy. We discuss the importance of document destruction and how to develop a policy that balances the interests of the various stakeholders.

AREAS COVERED IN THIS WEBINAR

- Information Governance
- Objectives
- Policies and Procedures
- Records Retention and Destruction
- Litigation Holds
- Implementation Management
- Sanctions
- Drafting Mechanics

WHY SHOULD YOU ATTEND

Your company relies on your data, but do you know where it is? Effective document retention policies are essential to keep and locate the documents you need. Furthermore, a strong document retention policies will help you implement litigation holds and avoid court sanctions.

INSTRUCTOR PROFILE

Mark Henriques has litigated contract cases for 27 years and brings a practical, litigation-oriented approach to drafting and negotiating contracts. Mark is a partner with Womble Bond Dickinson, a transatlantic firm with over 1000 attorneys, where he has practiced since 1991. Mark is a skilled trial lawyer who has successfully handled and tried cases in a variety of contexts ranging from breach of contract to class actions. He has experience in state and federal court in both North and South Carolina. Mark has successfully handled numerous trials, arbitrations, and mediations. Mark has served as the first chair in more than eight jury trials, five of which lasted a week or more. He has successfully argued cases before the Fourth Circuit Court of Appeals and the North Carolina Court of Appeals. His areas of focus include technology, construction, manufacturing, and real estate disputes.

MARK HENRIQUES



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