

# Data Management, Records Retention, Destruction Considerations and Legal Holds

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This webinar will review the basic tenants of Information Governance. We will then bring these theories to a practical level by discussing strategies for maintaining documents and information in today's electronic work. We will discuss the key components of a good document retention policy. Finally, we will discuss the importance of litigation holds, including how, why and when to implement them to avoid legal sanctions and reduce the cost of litigation.

# AREAS COVERED IN THIS WEBINAR

- Data Management
- Objectives
- Policies and Procedures
- Records Retention and Destruction
- Litigation Holds
- Implementation
- Management
- Sanctions

# WHY SHOULD YOU ATTEND

Companies live and die by their data. An effective data management program is critical to managing and finding the documents you need, and getting rid of those you don't.

## 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



# THIS WEBINAR IS AVAILABLE IN

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PENDRIVE / USB

DVD





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