Document Retention and Destruction in Wisconsin

Moderator:
Mark F. Foley, J.D.
Foley & Lardner LLP

Gregory A. Anderson, CPA
Ihlenfeld, Skatrud & Anderson, Inc.

Laurie L. Gingrich, CRM
PricewaterhouseCoopers

Dernea Michaux-Davis
PricewaterhouseCoopers

Brian D. Morris, CPA
PricewaterhouseCoopers

This seminar is designed for attorneys, controllers, accountants, CFOs, tax managers and officers, presidents, vice presidents, human resource managers, compliance officers and records managers.

BROOKFIELD, WI
JUNE 24, 2008

CONTINUING EDUCATION CREDIT

WI CLE (Pending)	ICRM 6.5
HRCI 6.50	ISM 6.50
HRPD 1.0	CPE 8.0
IACET 0.65	

www.lorman.com
Keeping You Current.
Helping You Succeed.®

LORMAN®
EDUCATION SERVICES
A DIVISION OF LORMAN BUSINESS CENTER, INC.

Critical Issues on the Agenda

Sheraton Milwaukee Brookfield Hotel ▪ 375 South Moorland Road
262-786-1100
Brookfield, WI ▪ June 24, 2008

8:00 AM – 8:30 AM **Registration**

8:30 AM – 9:50 AM **Leverage Organizational and Technical Capabilities for Content Control**

— *Dernea Michaux-Davis*

- Business Imperative for ECRM Controls
- Root Causes and Unintended Consequences
- The Case of Requirements Collaboration
- Evolution of Recordkeeping Systems
- Case for Action

9:50 AM – 10:00 AM **Break**

10:00 AM – 12:00 PM **Life Cycle End: Retention, Archiving and Disposition of E-Records**

— *Laurie L. Gingrich, CRM, and Brian D. Morris, CPA*

- Overview: Current State and Challenges
- Identifying E-Records and Content: Structured and Unstructured Data
- Information Life Cycle Management, and the Retention and Disposition Process
- Inventorying and Classifying E-Records and Content
- Best Practices for System Decommissioning
- Incorporating E-Records Into Retention Policies and Schedules
- Pulling It All Together

12:00 PM – 1:00 PM **Lunch (On Your Own)**

1:00 PM – 2:30 PM **The Impact of Electronic Discovery Rules on Data Retention Practices**

— *Mark F. Foley, J.D.*

- Requirements of the Federal and State E-Discovery Rules of Civil Procedure
- Integrating Data Retention Policies With Litigation Preplanning and Response
- Best Practices in Implementing a Litigation Hold
- The Effect of International Data Retention Rules on Domestic Retention Practices, and E-Discovery Planning and Response

2:30 PM – 2:40 PM **Break**

2:40 PM – 4:10 PM **Is the Private Sector Drowning in Paperwork?**

— *Gregory A. Anderson, CPA*

- Who Dictates All These Ongoing Retention Concerns … Is the Tail Wagging the Dog?
- The World's Greatest Oxymoron … the Paperwork Reduction Act
- The Impact of Sarbanes-Oxley on Your Document Retention and Consistent Application of Your Policy by Your Entire Staff
- In What Format, and Where, Do You Keep All This Stuff?
- Traps That Are Laid Out by the IRS and the State of Wisconsin

4:10 PM – 4:30 PM **Questions and Answers**

— *Gregory A. Anderson, CPA, Dernea Michaux-Davis, Mark F. Foley, J.D., Laurie L. Gingrich, CRM, and Brian D. Morris, CPA*

Lorman Education Services reserves the right to modify the agenda and the faculty when circumstances are beyond our control.

Registration

Document Retention and Destruction
Brookfield, WI ▪ June 24, 2008

Email: customerservice@lorman.com
Website: www.lorman.com

Telephone: 866-352-9539
Fax: 715-833-3953

Mail: Mail this form with payment information to Lorman Education Services, Dept. 5382, P.O. Box 2933, Milwaukee, WI 53201-2933

Best Value
Includes a CD recording of this seminar with your registration

Seminar Tuition (includes free manual with attendance)

☐ $349 for a single registrant
☐ $339 each for two or more from the same organization
☐ $448 for a single registration ($349) plus CD recording ($99*) of this seminar - Best Value -

To Order Products From This Seminar *Please allow four to six weeks after the date of the seminar for delivery.*
☐ $369 CD/manual package* ☐ $129 manual only*

*Add $7 shipping/handling, plus applicable sales tax, to product orders. If tax-exempt, please include your certificate.

Lorman Education Services is not approved to offer self-study CPE credit for accountants; therefore, no CPE will be given for this program if ordered as a self-study package.
If you need special accommodations, please contact us two weeks in advance of the program.

Names of Attendees (Please print clearly) **Priority Code**______________ **Discount Code**___________

1. Name ____________________
   Title ____________________ Email ____________________
2. Name ____________________
   Title ____________________ Email ____________________

Firm Name ____________________
Address ____________________
City ____________________ State/Zip ____________________
Telephone (________) ____________________ Fax (______) ____________________

Approving Manager

Name ____________________
Title ____________________ Email ____________________

☐ Check enclosed payable to **Lorman Education Services**
☐ Charge to credit card __ AE __MC __VISA Signature ____________________
Card number ____________________ Exp. Date ____________________

Cancellations: Substitute registrants are welcome and may be named at any time. If you cancel six or more business days in advance, you will receive a full refund, less a $20.00 service charge. If you cancel within five business days you are not entitled to a cash refund. However, as a courtesy, we will allow you to apply your payment toward any future Lorman seminar within one year from the date you cancel. Please note that if you do not attend and you do not cancel as described above, you are responsible for the entire payment. Lorman disclaims any liability for any other direct or compensatory payment.

Seminar ID: 378335

Lorman Bookstore

ORDER ONLINE

Visit us at www.lorman.com to get more information on these and other products, and to download electronic manuals immediately. Our policy is to fill all orders with the most recent editions available. Your bookstore item(s) will be shipped within three to five business days, upon receipt of your order.

Sales and Use Tax – Nexus; What's Taxable and What's Exempt; County Sales Taxes and Other Local Taxes; Manufacturing; Record Keeping and Exemption Certificates; Sales and Use Tax Audits, Appeals and Claims for Refund.
Item: 373215 CD and Manual ___@ $179 Manual ___@ $89 E-Manual ___@ $89

Best Practices in Workers' Compensation: Pre-Existing Injuries, Repeat Claimants, Permanency Issues and Legal Terminations – Right to Medical Information and Applicant Screening; Post-Injury Actions; Healing Period Issues; Accommodating Permanent Conditions.
Item: 374264 CD and Manual ___@ $149 Manual ___@ $79 E-Manual ___@ $79

The 8 Greatest Estate Planning Techniques – Planning for the Orderly Transfer of Assets to the Next Generation; Planning With Documents Everyone Needs; Effective Life Insurance Planning for Young or Old Clients; Having a Plan to Deal With Long-Term Disability and/or Need for Long-Term Care; Ethical Considerations in Estate Planning; Business Succession Planning.
Item: 356867 CD and Manual ___@ $169 Manual ___@ $79 E-Manual ___@ $79

Subtotal From Above $ _________
Shipping & Handling (excludes e-manuals) $ _________
($7.00 first item, $1.00 each additional)
Sales Tax $ _________
TOTAL $ _________

Our Distinguished Faculty

Gregory A. Anderson, CPA, is a partner with Ihlenfeld, Skatrud & Anderson, Inc., and has been a partner and owner since 1986. He is also owner of Anderson Planning Group, Inc., an independent fee-only financial planning service. Mr. Anderson is partner in charge of audits for various clients and is responsible for specialized work (divorce tax effects, business valuations, retirement distributions), business tax planning and aiding small business establishments in their expansion. He has earned the certified financial planner and personal financial specialist designations, and is in the process of obtaining the certified fraud examiner designation. Mr. Anderson earned a B.B.A. degree from the University of Wisconsin-Whitewater. He is a member of American Institute of Certified Public Accountants and the Wisconsin Institute of Certified Public Accountants. Mr. Anderson is past president of the Northeast Chapter of the WICPA, instructor for Lakeshore Technical College for Small Business class and chairman of the Accounting Advisory Committee for Lakeshore Technical College. He hosts three weekly radio talk shows, "Moneytalks" throughout Northeast Wisconsin on WOMT, WBDK and WRKU/WRLU, which focus on consumer and financial issues.

Mark F. Foley, J.D., is a partner with Foley & Lardner LLP, practicing primarily in the General Litigation and Information Technology and Outsourcing Practices. Mr. Foley counsels domestic, foreign and multinational corporations on domestic and global data privacy, security and outsourcing issues. In his 25-year litigation career, he has successfully brought or defended hundreds of claims across a wide spectrum of subject matters, including information technology cases. Mr. Foley applies his in-depth knowledge of information technology systems and practices in his own cases and as a consultant on electronic discovery for other lawyers. He earned his B.A. degree, magna cum laude, from Yale University and his J.D. degree, cum laude, from the University of Michigan Law School. Mr. Foley is a member of the International Association of Privacy Professionals; the FBI's InfraGard, ITechLaw, CAUCUS; and the American Bar Association Intellectual Property Section. He is a founder of the Information Technology and E-Commerce Committee of the State Bar of Wisconsin. Mr. Foley has been listed in *The Best Lawyers in America* since 1996, was named a Wisconsin SuperLawyer in 2006 and has achieved the highest rating in the *Martindale-Hubbell Law Directory*.

Laurie L. Gingrich, CRM, is the director of the Records Management Program at PricewaterhouseCoopers, responsible for program oversight for the 65 offices of the U.S. firm. She was previously a consultant for PwC, and a director in the Information and Document Retention Practice in Advisory, where she worked with clients in various industries in the design and implementation of records management programs, policy and technology. Ms. Gingrich has more than 19 years of experience as a professional records manager and IT project manager. In her career, she has been responsible for all elements of records management. Ms. Gingrich holds a master's degree in library and information science from the University of Chicago and is a certified records manager. She is an active member and speaker for ARMA International.

Dernea Michaux-Davis joined PricewaterhouseCoopers' advisory practice in June of 2006 as a member of the Information and Document Retention Services Group. Her experience prior to joining the firm includes 10 years as a federal contractor with the US EPA's National Records Management Program and four years as technical services librarian at William Leonard Public Library in Robbins, Illinois. Since joining PwC, Ms. Michaux-Davis has utilized her experience to add value to the improvement of business processes for the clients of PwC's advisory practice. Her recent projects have involved compliance-based process improvement initiatives relative to PCAOB audit documentation standards, retention policy implementation, technology and business process reviews, sensitive customer data flow analyses and retention schedule development. In addition to her government sector experience, recent projects with clients in the private sector include the media, beverage, retail and assurance industries. In January 2007, Ms. Michaux-Davis assumed the position of national records retention manager for PwC US. In her new role, she will develop the firm's retention schedule, manage the annual retention review and legal hold processes. Ms. Michaux-Davis is currently completing a term as president of the Chicago Chapter of ARMA International.

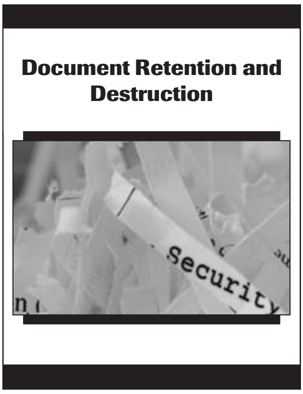
Brian D. Morris, CPA, is based in the Chicago office of PricewaterhouseCoopers. He is an advisory services director in the Information and Document Retention Practice. With a background in both accounting and information systems, Mr. Morris focuses most of his attention on structured data retention and archiving. He has been with PricewaterhouseCoopers for 18 years providing technology advisory services to clients and has a 20-year career of meeting client and end-user information technology needs. Mr. Morris leads data retention initiatives that are part of the Information and Document Retention Services Practice, which focuses primarily on the end of the information and data life cycle – retention, resurrection and disposition. Mr. Morris also has experience assisting clients with the implementation of other key electronic data management technologies such as document management and data warehousing. He holds a B.B.A. degree in accounting and information systems, and an M.S. degree in information systems from the University of Wisconsin-Madison. Mr. Morris is a CPA, and a member of the American Institute of CPAs and the Illinois CPA Society.

Seminar Highlights

Are you *sure* you want to throw that document away?

New regulations … the constant threat of audits … the increased use of e-discovery … in today's changing legal environment, you're asking for trouble if you don't have an effective document retention and destruction policy in place. And even if you do, standards are changing – have your policies changed with them? Attend this seminar and learn what records to store and when, why and how to destroy them, and how to comply with pertinent statutory and regulatory standards. You'll walk away with a real-world road map and best practices for implementing and updating a records management program that provides a safe harbor.

Free Manual with Registration



Benefits for You

- Learn the root causes of the challenges of electronic document retention and destruction
- Save money by storing only *necessary* records
- Avoid the traps laid out by the IRS and the State of Wisconsin
- Minimize problems down the road by knowing the role of e-discovery in litigation
- Tips on developing a plan for e-records retention and disposition

Continuing Education Credit

Please remember to bring your license number, ID or other necessary information to the seminar. This will ensure timely reporting of continuing education credit. Please see our website at www.lorman.com for further details about continuing credit information.

Lorman Business Center, Inc. has been approved as an Authorized Provider by the International Association for Continuing Education and Training (IACET), 8405 Greensboro Drive, Suite 800, McLean, VA 22102. In obtaining this approval, the Lorman Business Center, Inc. has demonstrated that it complies with the ANSI/IACET Standards which are widely recognized as standards of good practice internationally. As a result of their Authorized Provider membership status, Lorman Business Center, Inc. is authorized to offer IACET CEUs for its programs that qualify under the ANSI/IACET Standards. Lorman Business Center, Inc. will award 0.65 CEUs to participants who successfully complete this program. Participants must complete an evaluation in order to receive CEUs. Please verify applicability with your professional board before attending.

IACET Learning Objectives

The attendee will be able to:

- discuss evolution of recordkeeping systems
- identify e-records and content
- review the impact of electronic discovery rules on data retention plans

Lorman Education Services is registered with the **National Association of State Boards of Accountancy (NASBA)** as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be addressed to the National Registry of CPE Sponsors, 150 Fourth Avenue North, Suite 700, Nashville, TN, 37219-2417. Website: www.nasba.org.
CPE Credit: Maximum Credit Hours: 8.0 each session (based on a 50 minute credit hour). Field of Study: Specialized Knowledge and Applications.

Prerequisite: None. Level of Knowledge: Intermediate. Teaching Method: Seminar/Lecture. Advance Preparation: None. Delivery Method: Group-Live. Please refer to the information in this brochure for outline, course content and objectives. Upon completion of this course, you will receive a certificate of attendance. Final approval of a course for CPE credit belongs with each state's regulatory board.

This program has been submitted to the Board of Bar Examiners for consideration of use toward the Wisconsin Mandatory CLE requirement. Approval pending.

This program has been approved for 6.50 recertification credit hours toward PHR and SPHR recertification through the Human Resource Certification Institute (HRCI). For more information about certification or recertification, please visit the HRCI homepage at www.hrci.org.

This course has been reviewed and approved for inclusion in the Human Resource Professional Development™ Certificate Program and qualifies for 1.0 credit. Please visit www.lorman.com/certification/hrpd for more information.

This course has been approved by the Institute of Certified Records Managers for 6.5 hours of continuing education.

Participants who successfully complete this program will receive 6.50 hours of continuing education. They may be applied toward ISM C.P.M. recertification and/or A.P.P. reaccreditation program requirements. ISM's consent to approve hours for this educational event is not an endorsement of this program or its content by ISM.

Document Retention and Destruction in Wisconsin

BROOKFIELD, WI JUNE 24, 2008

Benefits for You

- Learn the root causes of the challenges of electronic document retention and destruction
- Save money by storing only *necessary* records
- Avoid the traps laid out by the IRS and the State of Wisconsin
- Minimize problems down the road by knowing the role of e-discovery in litigation
- Tips on developing a plan for e-records retention and disposition

EXPRESS REGISTRATION – Sign up at www.lorman.com using the seminar ID # listed below

Seminar ID: 378335

Presorted Standard
U.S. Postage Paid
Permit No. 1877
Eau Claire, WI

LORMAN®
EDUCATION SERVICES
A DIVISION OF LORMAN BUSINESS CENTER, INC.