



# Records Retention and Document Management in the Electronic Age Breakfast Briefing

May 11, 2011

Firm Event

Presented by: Gray Plant Mooty

Join other professionals from Central Minnesota for legal updates on hot topics facing local businesses.

With each passing year, the volume of electronic information created and stored grows exponentially. Now more than ever, businesses must carefully consider their policies for storing and ultimately destroying documents. At this breakfast, we will discuss why document management and records retention matter for businesses. Our discussion will include considerations for setting up and implementing a records retention policy, including specific requirements for retention of records relating to employees. We will also discuss some of the legal obligations for businesses related to security of certain confidential information, such as social security numbers and credit reports. Finally, we will discuss the impact of records retention policies on litigation and discovery.

## **Speakers:**

Kelly Hoversten, Gray Plant Mooty principal

George Meinz, Gray Plant Mooty principal

## **Time:**

7:30 - 8:00 a.m. Continental Breakfast and Check-in

8:00 - 9:00 a.m. Program

## **Location:**

Gray Plant Mooty, Suite 500, 1010 West St. Germain, St. Cloud, MN 56301

Please register by May 5, 2011

By Phone: 320.202.5347

By Email: [events@lathropgpm.com](mailto:events@lathropgpm.com)

*Parking is available on-site. Additional parking is available in the Paramount Parking Ramp at Ninth Avenue and First Street North, behind the Paramount. Tickets will be validated.*