

DO WE KEEP IT OR TOSS IT?

-
RECORDKEEPING STRATEGIES
FOR THE AGE OF
ELECTRONIC DISCOVERY

February 22, 2007

MG&E INNOVATION CENTER
510 Charmany Drive
Room 50 in Lower Level
Madison, Wisconsin

REGISTRATION FORM
PLEASE COMPLETE ALL
INFORMATION

(Register early as capacity is limited)

Name: _____

Title: _____

Company: _____

Address: _____

City: _____ State/Zip: _____

Phone: _____

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Neider & Boucher, SC.
Attorneys & Counselors



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Presents
A Series of Seminars

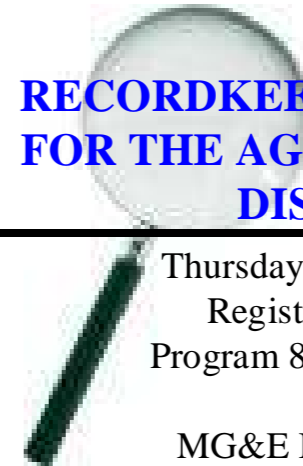
**LEGAL SOLUTIONS FOR
GROWING YOUR BUSINESS**

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**RECORDKEEPING STRATEGIES
FOR THE AGE OF ELECTRONIC
DISCOVERY**

Thursday, February 22, 2007
Registration 7:30 a.m.
Program 8:00 a.m. to 9:45 a.m.

MG&E Innovation Center
510 Charmany Drive
Room 50 in Lower Level
Madison, WI



ABOUT THE PROGRAM

Modern technology has provided businesses with many tools to keep records efficiently and dispose of them in a safe and confidential manner. But recent corporate scandals involving document shredding and computer record destruction have exposed the darker side of these technological advances. We have seen a flurry of legislation intended to stem the tide of corporate recordkeeping abuses, including Sarbanes-Oxley and new federal rules governing “electronic discovery” in litigation. To meet the ongoing challenge of recordkeeping in this digital age, businesses must re-think and re-invent their record creation and retention policies. Join us as we discuss:

- The basic essentials of employment recordkeeping:
 - What records must be kept and what additional records should be kept?
 - How should employers maintain and safely dispose of records?
 - Who should have access to what employment records?
- Recordkeeping in the litigation context:
 - What is discovery and what “records” are discoverable?
 - What to do upon receipt of a discovery request.
 - What if you don’t do what you’re supposed to do?
 - How can your handling of records affect you in litigation – the perils of “spoliation.”
 - How to handle e-mails in litigation.
- Creating a practical electronic record retention policy:
 - What are the benefits of a record retention policy?
 - What information should be included?
 - What training should employees receive on the record retention policy?
 - What is the importance of uniform adherence to the record retention policy?
 - How a “triggering event” could require you to change your company’s normal record retention policy.

ABOUT THE SPEAKERS



Bonnie A. Wendorff

Bonnie concentrates her practice on employment law and litigation. She has more than 19 years of experience advising and representing clients on all aspects of employment law. She is a frequent speaker for the State Bar of Wisconsin and other groups on employment-related topics. Bonnie graduated *cum laude* from UW Law School in 1987. Prior to that, she taught high school in Rhinelander, Wisconsin.



Jeanne M. Armstrong

Jeanne focuses her practice on commercial disputes, employment law, construction disputes, and consumer law, including matters involving claims of unfair trade practices and false advertising. In addition, she handles litigation involving claims of trademark infringement, breach of contract, and business torts. Jeanne is a 1993 *cum laude* graduate of the UW Law School, where she was an Articles Editor for the *Wisconsin Law Review*. Jeanne has been a faculty member for the Lawyering Skills Course at the University of Wisconsin Law School and is a member of the James E. Doyle Inns of Court.



Richard M. Burnham

Richard graduated from UW Law School and has been practicing law for over 30 years. He served as Assistant Attorney General of Alaska for five years before entering private practice. His practice has always been devoted to civil litigation in the state and federal trial and appellate courts. Richard’s peers have awarded him an AV rating from Martindale Hubbell, the highest rating offered for ethics and legal excellence, and they have identified him as one of Wisconsin’s “Super Lawyers,” as reported by Law & Politics Magazine.

ABOUT NEIDER & BOUCHER, S.C.

Neider & Boucher provides the highest quality legal services and counseling to businesses and individuals. Through creative thinking and extraordinary legal competence, we provide our clients with the necessary focus to help define and reach their goals.



ABOUT THE SEMINAR SERIES

Neider & Boucher, S.C. is offering this series of seminars to provide guidance for businesses of all sizes. We will be covering both general business and human resources topics with an emphasis on creative thinking and practical solutions.

GENERAL INFORMATION

Programs in our seminar series will be offered approximately four times per year. This program will be held on Thursday, February 22, 2007, at the MG&E Innovation Center, Room 50 in lower level, located at 510 Charmany Drive, Madison, Wisconsin.

There is no charge for our programs or materials, and parking will be available on site. A complimentary, continental style breakfast will be available.

We ask that you register by February 20. You can register in four convenient ways:

- * By telephone: 608.661.4500
- * By fax: 608.661.4510
- * By e-mail: seminar22207@neiderboucher.com
- * By mail: Neider & Boucher, S.C.
PO Box 5510
Madison, WI 53705-0510

PROFESSIONAL CREDIT

We will apply for continuing legal education (CLE) credits.

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