

Document retention: getting it right



A one day course examining how to develop a robust policy on retaining documents

All businesses will be aware of the need to keep certain records for legal and commercial reasons – the problem, though, lies in knowing exactly which ones to keep, and for how long.

This one day course examines the importance for companies of having a robust document retention policy, and considers the risks inherent in the storage and destruction of information. Delegates will receive guidance on how to develop and maintain an effective document retention policy that balances business need with regulatory obligation; procedures for the disposal of materials; data law and the use of documents as evidence; and the retention of electronic data. The course will also examine the harsh consequences for companies should they fail to put in place a clear, structured policy.

Programme

09:00

Registration & tea/coffee

Document management policies

Where to start? Why not just keep everything?
What is a document and why have a policy?
Who needs to approve it and what should the policy cover?
Project management
Proportionate response

Retention schedules

Establishing retention periods and schedules
What should be set out in retention schedules?
Factors that determine retention periods
Purposes for which records are kept
How should the schedules be laid out?
Planning for distribution to users
Guidance to retention periods for: accounting and tax records
personnel, health & safety and pension records
contracts
company secretarial material
information management
sales and marketing

Disposal and review procedures

Making the policy work and review procedures
Methods for disposing of paper and electronic records
Sensitivity categories, disposal record and archiving

Electronic data

Why enforcement of electronic data is different
BSI code on legal admissibility of electronic information
Converting paper documents to electronic records
Regulatory requirements for creating and storing electronic data
Emails – policies, storage and treatment

Documents as evidence

Documentary evidence
The discovery process
Privilege

Risk assessments and limitation periods should litigation occur

Record retention for risk assessments and liability limitation
Criminal and civil actions and an overview of limitation periods

Data protection and other legal issues?

The Data Protection Act
Personal data and rights, sensitive data, employee records

17:00

Close