



Events

Daniel Purdom to Present on Putting in Place Document Retention Programs

June 10, 2015

University of Illinois Business & Industry Services, 1100 East Warrenville Road, Naperville, Illinois 60563

Hinshaw & Culbertson LLP partner Daniel M. Purdom will present on the topic "Putting in Place Document Retention Programs," as part of the National Business Institute's (NBI's) Employment Law: 2015 Comprehensive Guide program. His presentation will take place from 1:00 – 1:45 on June 10, 2015. Subjects to be discussed include:

- Legally Required Retention Periods
- Records Inventory and Appraisal
- Determining a Manageable Retention Schedule
- Electronic Records Management Issues: Privacy, Security, Backups and the Challenges in Addressing New Technologies
- Being Prepared to Efficiently Respond to Document Requests
- Best Practices for Creating Records Destruction Policies and Procedures

For more information, or to register, please visit the [NBI website](#).

Attorneys

Daniel M. Purdom

Service Areas

Commercial Litigation

Complex Tort & General Casualty

Labor & Employment

Regulatory Investigations and Compliance Counseling

White Collar Defense & Internal Investigations