

E-Mail Risks & Rules, Records & Regulations: SEMINARS AND WEBINARS

What You Will Learn:

- Organizational and individual risks & rights, rules & regulations associated with e-mail and other electronic business communications tools and emerging technologies.
- Amended Federal Rules of Civil Procedure: Effective December 2006, the US Federal Court made clear the fact that all electronically stored information (ESI) is subject to discovery in litigation (may be used as evidence). Learn what the amended rules mean for your company—and why you must manage e-mail business records today in anticipation of litigation and regulatory audits tomorrow.
- Legal, regulatory and business challenges of electronic business record retention. How and why to define business records for your company; develop and implement written retention and deletion rules, policies and procedures; and ensure employee and organizational compliance with retention policy, schedule and procedures.
- Essentials of strategic e-mail and emerging technology management based on proven best practices.
- How and why to develop and implement e-mail and emerging technology rules, policies and procedures to help limit liability and increase compliance.
- How to create content that is appropriate and compliant. How and why to steer clear of content that jeopardizes confidentiality, triggers litigation and regulatory audits, and creates other costly and protracted electronic disasters.
- How to enhance productivity through effective e-mail management and appropriate business use of the organization's technology resources.
- Timely information, expert advice, best practices, and policy tips that you can take back to the office, share with executives and employees, and implement immediately.

SAMPLE AGENDA

E-Mail Risks: Potentially Costly Legal Liabilities, Regulatory Disasters & Other Risks

- Litigation Risks: Smoking Gun E-Mail Can Land Your Company in Court—and Out of Business
- Understanding Regulatory Risks, Rules & Responsibilities
- Recognizing and Preventing Confidentiality, Copyright, Trade Secret, Security, Productivity, and Other E-Mail-Related Risks
- Employers' Risks and Responsibilities vs. Employees' Rights
- Learning from Real-Life E-Mail Disaster Stories

E-Mail Record Retention & Disposition: Foundation for Strategic E-Mail Management

- Distinguishing Business-Critical E-Mail from Insignificant Messages
- Amended Federal Rules of Civil Procedure
- Understanding Regulators' Retention Risks & Rules
- Managing E-Mail as Legal Evidence
- Understanding Individual Roles and Complying with Central Controls
- Educating Users—and Management—About Records & Compliance
- Managing Records and Non-Records with the Latest Technology Tools

- Learning from Real-Life E-Mail Business Record Disaster Stories

Strategic E-Mail Management

- Putting Best Practices to Work for Individual Users and the Firm as a Whole
- Controlling Content to Control E-Mail Risk
- Managing Personal Use of Company Computer Assets
- Managing Personal E-Mail Tools (Gmail, Yahoo!, etc.)
- Maintaining a Civil—and Lawful—Business Environment
- E-Mail Monitoring: Reconciling Privacy Rights with Ownership Realities and the Law

- Managing People, Productivity & Risk with Technology Tools

- Learning from Real-Life E-Mail Content Disaster Stories

“Three Es” of E-Mail Risk Management

- Establish Clear, Comprehensive E-Mail and Retention Policies
- Educate All Employees, from Interns to the CEO
- Enforce Policy with Discipline and Technology

Putting It All Together:

- Applying E-Mail Policy and Records Management Best Practices to Maximize Compliance and Minimize Risks