

Shred Right Records Management Seminar Series

There's more to shredding today than document, product, computer or electronic media destruction. The reputation of your company and the trust of your customers depend upon protecting them. That's why we believe it's not merely our job to provide shredding; it's absolutely our job to protect your company's reputation. And we put ours on the line to do so. **Shred Right.**

ABOUT SHRED RIGHT

Shred Right, a Rohn Industries company, has grown to become the Upper Midwest's most comprehensive shredding company serving a range of Fortune 500 companies to smaller businesses with both mobile on-site and off-site shredding. Shred Right is AAA NAID Certified, meeting or exceeding all rigorous standards set by the National Association for Information Destruction quality certification program.



www.shredrightnow.com

Attend this breakthrough series designed to legally inform you on what to keep and what to destroy. Learn the nuts and bolts of creating a retention program for your needs. Learn when and how often to review your program. Learn what constitutes a document that needs to be retained. Learn the importance of training employees, vendors and associates in your policies. Each session earns valuable ICRM Certification Maintenance hours.

In three informative sessions, learn the essential aspects of document retention and destruction critical to most organizations. Get practical solutions you can put to work right away. Daily sessions run approximately 4 hours.

DAY ONE

RIM PROGRAM COMPONENTS

The NAID Compliance Toolkit

MARKETING YOUR PROGRAM

DEVELOPING POLICIES AND PROCEDURES

Presented by Fredrikson & Byron, PA

DAY TWO

HOW TO CONDUCT AN INVENTORY

HOW TO RESEARCH A RETENTION SCHEDULE

IMPLEMENTING YOUR PROGRAM

CONDUCTING AN INITIAL PURGE

DAY THREE

MAINTAINING YOUR RIM PROGRAM

DEVELOPING RIM TRAINING

THE HOLD PROCESS— PRESERVATION ORDERS

Presented by Fredrikson & Byron, PA

DISCOVERY OBLIGATIONS

Presented by Fredrikson & Byron, PA

AUDITING YOUR RIM PROGRAM

PROGRAM COMPLIANCE/COST OF NON-COMPLIANCE

Registration is \$125/session or \$325/full seminar series. Sessions are limited to 10. Contact Training Manager Beth Zaspel, CRM, at 651-647-1300 or beth@shredrightnow.com for upcoming dates, details and how to register.

INSTRUCTORS:

Beth Zaspel, Certified Records Manager, Shred Right, **20 yrs records experience**

ARMA (Association of Records Managers and Administrators) committee member, board member, past executive board member

Harleigh E. Brown, Attorney at Law

Corporate, Mergers & Acquisitions, International and Securities Group
Fredrikson & Byron, PA

Senior Associate in corporate finance transactions and implementation of document retention policies

S. Jamal Faleel, Attorney at Law

Litigation Group,
Fredrikson & Byron, PA

Senior Associate in business litigation, including general commercial, copyright, trade secrets



The Information Destruction Authority