



January 2010 Telephone Seminars & Webinars

PENNSYLVANIA ASSOCIATION OF COMMUNITY BANKERS



2010 PACB
Education Series

Your Bank's Business Documents Retention & Destruction Guidelines: Accounts Payable, Vendor Records, Invoices & More

Elizabeth Fast, Banker's Choice

January 5 • 3:00 - 4:30 PM

Does your bank have a systematic record retention and destruction policy that covers traditional paper documents and electronically-stored information? Would you be able to produce internal business documents that are required in litigation or adversarial situations? Some banks retain all records permanently "to be on the safe side," but, that isn't practical today. Learn the legal requirements and the practical considerations for electronic and paper retention and destruction of internal business records, including accounting ledgers, personnel files, accounts payable, invoices, and vendor contracts.

HIGHLIGHTS

- What documents should you keep and for how long?
- How should you handle electronic records?
- What are the various methods for document retention and destruction?
- This program will not cover loan/deposit compliance requirements.

WHO SHOULD ATTEND?

Corporate personnel and operations staff, especially those responsible for creating record-retention policies and responding to document requests

The Voice for Community Banking in Pennsylvania