



1 CREDIT 1 HOUR LIVE FORMAT

What is necessary for a company to reach that elusive “Safe Harbor?”

The key lies in preparation.

Navigating Uncharted Waters – Best Practices to Find a Safe Harbor

Document retention essentials

The modern company creates an incredible volume of electronically stored information (ESI) on a continuous basis. As a result of this exponential growth of ESI, it is essential that companies implement Document Retention Plans to ensure not only the retention of critical information, but also that ESI is discarded to avoid crushing ESI storage costs. An effectively implemented Document Retention Plan can function to protect a company from liability due to the destruction of ESI. Where can the implementation of a document retention plan go awry and result in adverse and costly consequences? What is necessary for a company to reach that elusive “Safe Harbor?” The key lies in preparation.

What you will learn

This CLE seminar provides litigation attorneys, in-house counsel, legal support staff, IT departments, and human resource professionals with an overview of the best practices to position a company for protection of the “Safe Harbor” created by the Federal Rules of Civil Procedure. At the end of this presentation, attendees will have learned the following:

- Best practices to position your client for protection under the Safe Harbor doctrine.
- How to guide your clients and the company in developing and implementing a compliant document retention policy.
- Understanding the interplay between the triggering event and the imposition of the litigation hold.
- How to present your client’s best argument for Safe Harbor protection.
- The implications of failing to achieve Safe Harbor protection.

All CLE seminars are delivered in an educational, completely sales-free format.

Additional resources

Schedule a CLE today. To learn about Merrill’s CLE courses and other knowledge resources, go to www.merrillcorp.com/knowledge or contact your Merrill Representative.

Corporate Headquarters

One Merrill Circle
St. Paul, MN 55108
800.688.4400
cle@merrillcorp.com

www.merrillcorp.com/knowledge

© Merrill Communications LLC. All rights reserved. MLS0527_1