School Records and Retention:

The Law, the Rules, Policies and Best Practices

Friday, March 9, 2018

Drummond Woodsum | Cross Insurance Center, Bangor, ME
9:30 AM-2:30 PM *(lunch included)*
Registration from 9:30-9:55 AM. Program starts at 10:00 AM.

Presented by:

Ann S. Chapman,

Employment, Policy & Higher Education Consultant

Schools generate and receive enormous quantities of paper and digital records in the conduct of their normal operations. Organizing, managing and retaining all of these records presents difficult challenges, particularly in light of the complex web of federal/state laws, regulations and court rules that apply.

In this seminar, we will provide:

- An overview of the laws and regulations governing record retention and destruction;
- A perspective on the importance of federal court rules on "litigation holds";
- The special challenges of technology, email and digital records;
- Best practices and practical suggestions for managing your school records;
- Plenty of time for your questions on records management.

Who should attend?

Because record retention is an issue that has far-reaching policy, liability and management implications for school units, we encourage superintendents, business managers, technology coordinators, administrative assistants and others responsible for records management to attend.

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Join Drummond Woodsum Consultant **Ann Chapman** as she addresses the law, rules, policies and best practices regarding school records and retention. There will be plenty of time for questions!

4 Easy Ways to Register

Online schoollaw.com

Mail PO Box 7570 DTS
Portland, ME 04112

Fax 207.772.3627

Phone Donna Swiderek
1.800.727.1941

Program Location:

Cross Insurance Center
515 Main Street, Bangor, ME 04401

Late Registrations
Walk-ins are welcome, space permitting. Please contact us at least 1 business day prior to the event. If we are able to accommodate walk-ins, payment (via check or credit card) is required upon check-in at the event.

Cancellations
Cancellations are subject to a non-refundable $20.00 administrative fee. Substitutions are permitted. To receive a refund, your written cancellation must be received 7 or more business days prior to the event. Anything after that will not be eligible for a refund.

For the complete cancellation/refund policy, please visit us at schoollaw.com

REGISTRATION FORM

School Records and Retention: The Law, the Rules, Policies and Best Practices
Workshop | Friday, March 9, 2018 | 9:30 AM - 2:30 PM
$219 for first registrant, $199 for each additional registrant from the same school unit (lunch included)
Conference Code #180309/1062

Attendee Information:

School Unit _____

Name (as it should appear on the name badge) _____

Job Title _____

Billing Address _____

_____

E-Mail Address _____

Telephone _____ Fax _____

Payment may be made by check or credit card. Payment is required prior to the scheduled event.

Payment Options:

❒ Check enclosed (payable to SchoolLaw.com)

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