



ERA Issues Forum Business Records Compliance Reducing Risk and Liability

Do you know what constitutes a business record? Are you familiar with legislation that controls records compliance? Are you interested in reducing your risk and liability?

If so, you should attend this information-packed session from one of the experts on this topic. You will specifically learn about:

- I. Records Control Legislation
 - A. Corporate Responsibility (Sarbanes-Oxley)
 - B. Confidentiality and Privacy (HIPAA)
 - C. Identity Theft Prevention (Gramm/Leach/Bliley)
 - D. Recent Court Cases (Ledbetter v. Goodyear Tire & Rubber)
 - E. New Requirements ("Red Flag" rule)
- II. Records Disposal Scheduling
- III. Records Control Issues
 - A. Achieve Compliance
 - B. Save Time
 - C. Control Cost
 - D. Reduce Risk and Liability
- IV. Getting Records Control Help

Speakers: **Jeffrey S. Shoskin**, attorney with ERA member Frost Brown Todd and frequent ERA presenter on various legal-related topics and **Frank J. Albi**, founder and owner-operator of ERA member BIS, Inc., Cincinnati's first records control company. BIS pioneered the use of computer and barcode technology for records center inventory control and developed a variety of techniques that go beyond records management to help our clients control their records.

Due to space restrictions, reservations are required.

Please reserve _____ spaces for the Issues Forum on August 27, 2010 for the following:

- 1. _____ 3. _____
- 2. _____ 4. _____

Company _____ Phone Number _____

Check enclosed _____ Please invoice _____

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Date: Friday,
August 27, 2010

Time: 8:30 – 10:00 AM

Speaker/Q&A

Members: \$25.00

Nonmembers: \$35.00
(pre-payment only)

Members choosing not to prepay with your registration, will be invoiced.

"No shows" and late cancellations (less than 48 hours) will be charged.

ERA Cincinnati Office

Please Fax, mail or e-mail your registration to:
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