

The legal requirements governing document management – both of paper and electronic files – keep getting tougher. Don't risk making a costly mistake!

Secrets to Effective

Records Management, Retention & Destruction



Get your files and records organized – and keep them organized for good! Plus, learn which documents the law requires you to secure and retain so you don't end up in legal hot water!

Your Legal Update!

Understand which documents and e-mails must be kept and for how long. Plus understand how privacy regulations impact records retention and destruction.

- How to create a solid records-management plan that's effective and easy to use
- An overview of laws and regulations that impact records management and retention for your organization
- Easy retrieval ... secure document storage ... timely destruction: learn techniques that'll help you do it all!
- Do you have to save e-mails? Maybe. An eye-opening discussion of which electronic communication should be retained
- Easy ways to keep your files from "disappearing"
- Best practices for destroying sensitive documents

And much more! See pages 4-5 for your complete workshop agenda.

Enroll online at www.NationalSeminarsTraining.com
or call 1-800-258-7246.

You'll be organized and legally sound – and save tons of time – in just one day!

Take a look around your office or cubicle. If your boss asked you for important information right now, would you be able to find it right away? Are you 100 percent certain that everything you've pitched into the trash can could legally be thrown away? Join us for **Records Management, Retention & Destruction** and turn your work space into a place more conducive to creativity, efficiency, and productivity.

How much time would you save if every file you needed took less than a minute to locate?

It's staggering to think about how much more effective you'd be in your job just by mastering a few records-management techniques that are simple to learn and amazingly easy to implement at work!

Time-management experts say that the average worker wastes up to three full workweeks annually, just searching for misplaced papers and files. And office managers spend TWICE that amount of time!

With the highly effective strategies you'll learn with us, you – and your coworkers – will be able to find any file at a moment's notice ... save space by destroying files you don't need anymore and aren't legally obligated to keep ... and track like a bloodhound every file that leaves your department.

Changing legal requirements make throwing anything away a gamble – do you know what you need to keep?

Do you really need to know the legalities behind records management? Recent court cases have come down against organizations to the tune of several million dollars in fines. Wouldn't you rather be proactive than reactive?

Give yourself and your company peace of mind with this one-day workshop. We'll get you up-to-date on the legal requirements surrounding records management – from safeguarding sensitive company information to current legislation that every employee in America should be familiar with!

Never again misplace or lose a file; accidentally trash important documentation; or have files "walk out" of your office.

Just by implementing these records-management and organization techniques, your stress at work will be cut in half – guaranteed! Don't wait to enroll! There are thousands of savvy business professionals just like you who realize that this one 6-hour program can literally change their effectiveness at work forever. They're signing up all across the country; why don't you? Register online at www.NationalSeminarsTraining.com or call 1-800-258-7246 – do it TODAY!

"Expected a roomful of 'managers in dark suits', but the environment was relaxed, full of humor – it kept my interest!"

– Stephanie Brown,
Employment Services Specialist,
Goodwill Industries

"Thought-provoking and useful. A nice change of pace from the day-to-day grind!"

– Kara Brown,
Support Services Director,
Union County

"High energy, excellent instructor!"

– Paul Arnason,
Contracts Officer,
Energy & Environmental
Research Center

How Will You Benefit From This Training?



1. Modernize and simplify your department's outdated filing system.
2. Make document searches on your PC a piece of cake.
3. Increase your personal productivity several times over.
4. Identify weaknesses and flaws in your record-keeping processes – and fix them.
5. Make sure that only the people who NEED access to your files GET access to your files.
6. Store and retrieve critical electronic information more effectively.
7. Select the best filing system for your needs – and your personality – to make it stick.
8. Eliminate those lovely piles of files that dot your office landscape.
9. Win back valuable floor space, closet space, file space, drawer space, and more because every file has its place.
10. Clean up that desktop (can you even SEE your computer's wallpaper through all those icons?).
11. Create a system that anyone can use even when you're out of the office.
12. Keep yourself and your company legally safe from misplaced or accidentally destroyed documents and files that you may need later in court.
13. Gain the latest tools and software that make record keeping and filing simple.
14. Know exactly what, when, and how to back up your computer files so you never lose another file again.
15. Enable yourself to find any file anywhere, NOW.

Is Your Records-Management System Worth \$96 MILLION?

Courts across America are frowning on any company that destroys important documents – even unintentionally. *In fact, the 2nd U.S. Circuit Court recently overturned a ruling by a lower court that cost one company \$96.4 MILLION, simply because that company accidentally destroyed e-mails pertaining to the case.*

Not only will this program help you gain better control over your filing systems, you'll lessen your liability if you're ever sued – and you'll have instant access to data and be able to call it up at a moment's notice. Joining us for this one-day seminar is exactly the kind of proactive work that will let you sleep better at night!

Changes to the Federal Rules of Civil Procedure Could Land You in Court!

Enron ... Arthur Anderson ... Merrill Lynch ... to varying degrees, the actions of companies like these have forever altered the way everyone must maintain, protect, and dispose of documentation – especially electronic documentation. And any good corporate lawyer will tell you that it doesn't take a case of gross negligence on your part to get you and your company in hot water. Accidentally deleting important e-mails or files could have long-lasting repercussions.

Join us for this fast-paced, one-day workshop that will answer any question you could have about document retention and records management. Quite simply, it's six hours of training that can literally save your company thousands of dollars in lost productivity – or potentially millions of dollars in fines and penalties.

Our Training Is Absolutely Guaranteed!

We're so sure that you'll leave with the tips and techniques you need to create and maintain effective and organized files, we'll offer you our iron-clad 100 percent satisfaction guarantee. If you don't agree that what you learn here will streamline your records-maintenance processes; allow you to locate any piece of documentation at a moment's notice; and destroy only those pieces that you can safely and legally get rid of, we'll refund your entire registration fee – no questions asked!

These companies rely on us for training, and so can you!

Nordstrom • Honeywell • Ben & Jerry's Ice Cream • U.S. Coast Guard • Goodyear Aerospace • Century 21 • Macy's • McDonald's • Wal-Mart • Sprint • Tektronix • Touche Ross • Johnson & Johnson • National Association of Realtors • U.S. Navy • Georgetown University Medical Center • Atlantic Richfield • American Bar Association • IBM • National Geographic Society • AT&T • Texas Instruments • NASA • Hughes Aircraft • The World Bank • Digital Equipment Corp. • Hewlett Packard • City of Los Angeles • Bank of America • Pacific Mutual Life Insurance • American Express • Transamerica Occidental Life Ins. • Pitney Bowes • Citicorp Real Estate Corp. • Anheuser-Busch, Inc. • Great Western Financial Security • Monsanto • And more than 750,000 more!

Your Workshop Agenda

PROGRAM HOURS 9 A.M. TO 4 P.M. REGISTRATION BEGINS AT 8:30 A.M.



Introduction to Effective Records Management and Flow

- The importance of solid records management and organization in today's workplace
- The critical difference between paper records management and electronic records management
- The definition of records management, what it is – and what it isn't
- Benefits of establishing and maintaining control over records
- The two basic elements critical to successful records management
- Getting the lingo down: glossary of key terms

Assessing and Auditing Your Current Filing Systems and Processes

- A step-by-step guide to conducting a quick, easy, and amazingly accurate filing-system audit
- Tools you'll need to perform a successful audit and why you'll shoot yourself in the foot if you don't use them
- What primary and secondary classifications are and why you need to make sure you distinguish between the two
- How to identify mission-critical information
- The 3 attributes of record integrity

Developing a Strategic Records-Management System

- Using organizational goals as a springboard to a personal system and strategy
 - Identify core business processes
 - Work flow and supporting documentation
 - Identify your vital records and maintain the lifeblood of the organization
- Winning records-management strategies and selecting the one that works for you
- A quick overview of the most popular and successful filing and management systems
- How to use simple project-management tools to help you manage a mountain of paperwork
- Creating record streams and channels that guarantee you'll remain in control of your files forever

Information Lifecycle Management: Strategies to Categorize Records and Documents

- How to identify records that you need to keep close at hand, file nearby, or store elsewhere
- What your HR department (and your corporate counsel) want you to know about record storage
- When, what, and how to dispose of your records and stay legally safe
- 4 ways to classify information and sources of information
- A simple 7-step records-management plan: Solutions for common filing problems
- Controlling information from the get-go: Forms management anyone can initiate

Developing a Filing System With Split-Second File Retrieval Capabilities

- The 4 best ways to organize your files
- How to more effectively process records and files for filing and refiling
- Cross-referencing your files so that nothing gets lost, misplaced, or misfiled
- How to create a simple cross-referencing form for centralized and decentralized filing systems
- Developing a disaster-recovery plan
- A quick review of the critical link between records retention and disasters (both natural and man made)

Keeping It Clean & Clear: Records-Retention Plans, Schedules, and Execution

- The 4 steps of records retention
- Implementing a records-retention schedule that fits YOUR schedule
- SPECIAL BONUS: Your "Should I Keep It?" retention decision-making guide
- How to establish an archive for permanent-records preservation
- Purging your obsolete records
- How to incorporate "human factors" into your organizational processes
- How to train coworkers and staff to honor – and use – your system

Using Outside Vendors

- How to know when it's time to call in help and use outside vendors
- The pros and cons of commercial records-management centers
- How to select the right vendor for your needs

Harnessing Technological Help for Organizing and Maintaining Files

- Advances in software that anyone can use to help get organized
- Functions and features to look for in a software package
- How software can help even the most hopeless and disorganized person
- Other resources you can use for effective records and file management

The Legal Dos and Don'ts of Records Management

- Current legislation that every employee who handles files and paperwork MUST know
- How to safeguard critical and confidential information
- The history, necessity, and current issues in records management
 - The Federal Records Act
 - Industry Standards
 - The National Archives and Records Management Administration-endorsed standard

Enroll 3 and a 4th can come for FREE!

When three people from your organization enroll in this entertaining and insightful training session, a fourth member of your company may attend absolutely FREE! Now you can bring even more coworkers who want to become better organized and more effective business pros!



Unlimited Training. Endless Opportunity. STAR12.

It's no wonder that STAR12 is taking the business world by storm!

After all, for one low annual fee, STAR12 members get unlimited access to every seminar we offer. That's pretty amazing.

On top of that, though, STAR12 members also get unlimited access to the exclusive STAR12 collection of online learning resources. That means you get unlimited access to incredible resources 24/7.

Unlimited answers to your business questions: Endless opportunity for amazing career growth!

Join STAR12 Today!
www.natsem.com/STAR12

Become a STAR12 member today for only \$599,* which allows you to attend **Records Management, Retention & Destruction** – or any other seminar in the STAR12 learning collection – for FREE! Call 1-800-258-7246.

*\$599 entitles you to a Gold-level individual STAR12 membership.

ON-SITE TRAINING

Is disorganization in your company killing your effectiveness – AND YOUR PROFITS?

If you're like 99.9 percent of the other companies in this country, the answer probably is a resounding "YES!"

Every day, in offices just like yours, managers, supervisors, and staff members lose files, misplace reports, or accidentally destroy records that are irreplaceable – both in electronic and paper form. And the effect on your overall productivity can be devastating!

If you're in charge of providing training for your company, we invite you to bring this seminar directly to your company at a place and time of your choosing. We can customize it for any department (accounting, legal, administrative, warehouse) so that they can create flawless and effective records-management processes ... organize paper files and electronic files with ease ... and even know the legal ramifications of destroying documents and files too soon or incorrectly!

For more information, call our Business Training and Development Services department at 1-800-344-4613, or check us out online at www.NationalSeminarsTraining.com



Become an Expert Today With These Resources ...

The Ultimate Records Management Series

Write It, File It

Legally Sound Documentation and Recordkeeping Policies
1 DVD

Shortcuts to Creating & Maintaining Organized Files & Records

with Marla Benson
Powerful Tools to Achieve Personal and Professional Objectives
1 DVD, 1 E-book, 1 Interactive Learning Guide, 1 Facilitator's Guide

Records Retention & Destruction for Human Resources

Don't risk a costly lawsuit! Know what records you must keep ... and for how long! Audio - CD

Item No. RECMG0110 ... Retail price: \$497
Your Price Only \$199 (You save \$298!)



Satisfaction 100% guaranteed!

To order, call 1-800-258-7246 or see order form on page 7.

To Enroll ...



Register online at
www.NationalSeminarsTraining.com



Call toll-free
1-800-258-7246



Fax the completed registration form to 1-913-432-0824



or Mail the registration form to
National Seminars Group
P.O. Box 419107
Kansas City, MO 64141-6107

Registration Information

Our Registration Center is open weekdays from 7 a.m. to 7 p.m. CST. Enrollments taken online 24/7.

Group Discount: When 3 enroll from your organization, a 4th may attend for FREE!

Check-in begins at 8:30 a.m. The workshop schedule is 9 a.m. to 4 p.m. Lunch is on your own.

Cancellation: If you cannot attend, you may send a substitute or receive a credit memo toward a future workshop. If you cancel your registration up to five business days before the workshop, your registration fee will be refunded less a \$10 enrollment charge.

CEUs: Continuing education credit may be recognized by your professional board. Contact your own board to find out what's required. Call our CEU/CPE specialist at 1-800-258-7246, ext. 3100, if you have any questions.

CNE: Rockhurst University Continuing Education Center, Inc. is an approved provider of continuing nursing education by the Missouri Nurses Association, an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation.

Tax Deduction: The expense of continuing education, when taken to maintain and improve professional skills, is tax deductible. Please contact your accountant for complete details.

FED ID #43-1576558

Registration Form

WORKSHOP SCHEDULE

1. Enrollment Fees

Group Discount: When 3 enroll from your organization, a 4th attends FREE. Group discounts apply to seminar registrations only, and cannot be used for STAR12 memberships.

STAR12 Gold Membership*: \$599
Join STAR12 and Attend This Event for FREE!

*\$599 qualifies you for a Gold-level STAR12 membership, and entitles you to a full year of unlimited FREE access to every seminar in the STAR12 learning collection. Your membership will be activated upon receipt of your membership dues. For more information, visit www.natsem.com/STAR12.

2. Names of Attendees (Please Print)

(Please list additional registrations on a separate sheet and attach.)

1. Mr./Ms. _____ Title _____

E-Mail Address _____

City/Event #: _____

2. Mr./Ms. _____ Title _____

E-Mail Address _____

City/Event #: _____

Please send me _____ copies of **The Ultimate Organization 3-Volume Series** (Item No. RECMG0110) at \$199 each. Add 7% or applicable sales tax to your product payment. Shipping fees are \$6 for first item; \$1.50 for each additional item; express extra. Method of payment is indicated in step 4.

3. Company Information (Please Print)

*Phone required in case of last-minute changes.

Organization _____

Address _____ Mail Stop _____

City _____ State _____ ZIP _____

Approving Supervisor: Mr./Ms. _____

E-Mail Address _____

*Phone _____

**Fax _____

Sign here _____

**This fax number will be used to send confirmation of your registration as well as to notify you and your organization of upcoming events in your area and provide you and your organization with special discount offers. By signing, you and your organization are giving permission for RUCCEC to use your fax number for these purposes.

4. Method of Payment

If you have registered by phone, please record your confirmation number here:

Check payable to National Seminars Group is enclosed

Charge to: MasterCard VISA American Express Discover Diners Club

Card No. _____ Exp. Date _____

Signature _____

Bill my organization; Attn: _____

(Note: Full registration fee due and payable prior to start of workshop)

Our purchase order is attached (government, educational, and health-care organizations only)

5. Important: Your VIP Customer Number

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Fill in your VIP Customer Number as it appears above the name on the mailing label. (Record the number even if the label is addressed to another individual.)

SD, CT, and WV residents, please add applicable sales tax to your payment. If you are tax-exempt, enter your tax-exempt number here: _____ and attach a copy of your tax-exempt certificate.

Program hours: 9 a.m. to 4 p.m. Registration begins at 8:30 a.m.



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tremendous benefits
you get as a STAR12
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