



COMMUNITY BANKERS ASSOCIATION OF ILLINOIS

Webinar – On-Demand Web Link

Maintaining Required FDIC Records: Compliance, Issues & Retention

Thursday, July 12, 2018

2 - 3:30 p.m.

Is your bank retaining email and other electronic business records in compliance with FDIC rules, organizational guidelines, and the law? Could your bank survive a protracted regulatory audit or costly legal settlement triggered by record mismanagement? The FDIC requires banks to manage and retain email and other electronic records in compliance with the E-Sign Act. Federal and state laws require banks to preserve, protect, and produce electronic records in compliance with e-discovery guidelines. FFIEC, GLBA, SOX, FINRA, SEC, and HIPAA require financial institutions to manage and maintain electronic business records including email, text messages, and social media posts in compliance with regulatory rules. With increasing mobile device and social media use in the workplace, bankers must effectively manage the compliant creation, retention, and disposition of FDIC records, e-statements, business record emails, and other electronically stored information (ESI). Noncompliance could result in litigation, fines, and unhappy customers. Join us to review FDIC and E-Sign record requirements; email, social media, and mobile device record risks; and ESI retention rules, policies, and best practices.

HIGHLIGHTS

- FDIC requirements for managing and maintaining business records
- E-Sign: What is it and what does it require?
- What is an electronic business record? What is transitory, non-record messaging?
- What constitutes the lawful retention and disposition of email, social media, text messages, and other ESI?
- Regulatory requirements for the preservation, protection, and production of electronic business records
- Writing effective, best-practice-based electronic record retention policies
- Supporting your record retention policy with litigation hold rules
- Determining record lifecycles and deletion schedules for your bank
- E-discovery: What courts require

- Ensuring your bank's email and other electronic records are legally valid
- Educating employees about their individual record-retention roles
- Technology solutions: best practices to support FDIC and legal compliance
- Real-life disaster stories: Costly consequences of FDIC, E-Sign, legal, and regulatory noncompliance

TAKE-AWAY TOOLKIT

- Checklist: Seven Steps for Effective & Compliant E-Record Management
- Whitepaper: Electronic Record Management: Compliant Record Retention Policies & Procedures in the Age of Email & Social Media
- Employee training log
- Quiz you can administer to measure staff learning and a separate answer key

DON'T MISS THIS RELATED WEBINAR!

Imaged Documents & Checks: Regulations & Legal Concerns on Thursday September 6, 2018

Attendance verification for CE credits provided upon request.

WHO SHOULD ATTEND?

Compliance officers, risk managers, records managers, IT directors, operations managers, and others charged with preserving, protecting, and producing ESI in compliance with FDIC, the law, and regulators benefit from this program.

ABOUT THE PRESENTER

A recognized expert on workplace policy, communication, and compliance, Nancy Flynn is the founder and executive director of The ePolicy Institute and Business Writing Institute™. She provides training, writing, and consulting services to clients seeking to minimize compliance risks and maximize communication skills. Flynn is the author of 13 books, including "Writing Effective E-Mail," "The ePolicy Toolkit," and "The Social Media Handbook." An in-demand trainer, she conducts seminars, webinars, and one-on-one coaching for financial institutions, financial services firms, and other clients worldwide. She also serves as an expert witness in litigation related to workplace policies and Internet use.

THREE REGISTRATION OPTIONS

1. LIVE WEBINAR

The live webinar option allows you to have one telephone connection for the audio portion and one Internet connection (from a single computer terminal) to view online visuals as the presentation is delivered. You may have as many people as you like listen from your office speaker phone. Registrants receive a toll-free number and pass code that allow entrance to the seminar. The session is approximately 90 minutes, including question and answer sessions. Seminar materials, including instructions, PIN number, and handouts are emailed to you prior to the broadcast. You need the most-current version of Adobe Reader available free at www.adobe.com.

2. ON-DEMAND WEB LINK**

Can't attend the live webinar? The ON-DEMAND WEB LINK** is a recording of the live event including audio, visuals, and handouts. We even provide the presenter's email address so you may ask follow-up questions. Within five business days following the webinar, you are provided with a web link that can be viewed anytime for the next six months. This link expires six months after the live program date.

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