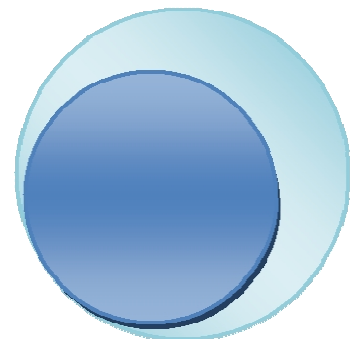


DOCUMENT RETENTION & MANAGEMENT FOR HR & RECORDS PROFESSIONALS:

Some Insights:

- Always Be 100% Certain What Documents You Can Throw Away – and When!
- Don't make assumptions about your Documentation protocols that could lead to Litigation!
- Its training created for HR & Records Professionals – by Records Management and HR Professionals!



Document Retention & Disposal Management for HR & Records Professionals

DAY 1:

THE CHANGING AND MORE VITAL ROLE OF DOCUMENT RETENTION POLICIES IN THE KENYA TODAY

- ✓ Why every company – no matter how large or small – must have an effective DRP these days
- ✓ How to determine if your company's document retention policy (DRP) is air-tight, good, ok, or "ugh"
- ✓ Real-world court cases that provide vivid proof of the need for an effective DRP
- ✓ Your company needs a "document manager" to run its DRP. Are you, as an Records/HR professional, the best equipped to do it? And if so, how do you convince everyone else?
- ✓ Do you know what constitutes a "document" in the eyes of the law? You'd better be sure!
- ✓ How to get your people to treat documents with the attention and care that they should

DAY 2:

FUNDAMENTALS OF AN EFFECTIVE DOCUMENT RETENTION POLICY

- ✓ Steps you need to take tomorrow if you DON'T have a formal documentation policy
- ✓ Steps you need to take if your current DRP is inadequate or needs a major overhaul
- ✓ Which employment law and benefit administration gray areas cause the most document-retention mistakes for HR & Records professionals
- ✓ Why huge corporate organisations have become HR's 800-pound Gorilla when it comes to document retention
- ✓ HR/-specific liability problems from poor record-retention policies
- ✓ How other HR/ Records departments successfully keep, manage, and properly destroy records and documents in a world of THOUSANDS of state regulations

DAY 3:

SPECIFIC DOCUMENTATION SITUATIONS HR PROFESSIONALS DEAL WITH DAILY

- ✓ How to be the company "watchdog" without creating ill will or stepping on toes
- ✓ Payroll paperwork and records retention

- ✓ Contracts and other formal legal documents (tax records, patents, trademarks)
- ✓ A step-by-step guide to maintaining employee records and a cheat sheet look at how long you must keep them before destroying them
- ✓ Roundtable Discussion: An all-encompassing look at Revenue Authority, Labour Ministry, and employment regulations and how they are affecting HR departments across the country
- ✓ How much should you be concerned with another department's ability to maintain records that you may or may not have direct control over (i.e. organisation's recordkeeping, customer information, sensitive corporate information)?

LIVING COMPLIANTLY IN A "PAPERLESS" WORLD

- ✓ How the "paperless office" is affecting the way HR keeps records
- ✓ The perils of maintaining e-records and documents
- ✓ Is that e-mail your CEO sent important enough to keep? Find out when you should care – and when you can hit the delete button.
- ✓ Why you need to involve your I.T. department when you develop your DRP
- ✓ Why your computer's delete button isn't really a delete button when it comes to document maintenance
- ✓ How concerned does HR need to be about your company's Web pages if you're selling products online? VERY!!!

DAY 4:

SPECIAL SECTION: PROTECTING YOUR ORGANISATION FROM LIABILITY AND LAWSUITS

- ✓ Setting up your document-destruction schedule – what do you destroy and when?
- ✓ Why many HR /Records professionals mistakenly think HOW they destroy their documents is less important than WHAT they destroy or WHEN
- ✓ Building safeguards into your DRP that drastically reduce the risk of something critical getting destroyed
- ✓ Case studies and court rulings on companies that didn't follow the rules – either accidentally or intentionally
- ✓ A legal eagle's advice on what to do when you and your company are hauled into court
- ✓ How to maintain your DRP and keep it effective, long after you've set it up

Certificate award ceremony and closing