

# Records Retention: Best Practices for Compliance, Litigation, and Beyond

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Document retention is something that is commonly overlooked by business owners. Many businesses are unsure what to retain and for what period of time. Having a good retention policy can help businesses be more efficient and prepared in the event of litigation or agency audits.

Join John Hayes for this must see webcast as he presents the different types and lengths of record retention required under Illinois law. The webcast also covers best practices for storing and maintaining Electronically Stored Information (ESI) including email retention.

## PROFESSIONALS

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