



## *Stamford Breakfast Briefing*

### *Record Retention in the Electronic Age*

April 19, 2005

8:00 AM – 11:00 AM

**Holiday Inn Select - Stamford**  
700 Main Street  
Stamford, CT 06901

**Briefing is approved for 1.5 NY CLE credits.**

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## Presenter

**Mary A. Gambardella** is a member of the firm in the National Litigation Group, practicing in the firm's Stamford and New York offices. Ms. Gambardella is a seasoned litigator with extensive experience in a number of substantive areas. Ms. Gambardella counsels and represents clients in a broad range of industries, including pharmaceutical, entertainment, marketing and market research, sales and insurance. Ms. Gambardella also advises management with respect to employee handbooks and policies, severance packages, reductions in force, sensitive employee terminations, management and human resource personnel training, and internal investigations. Ms. Gambardella regularly appears before both state and federal courts and administrative agencies, as well as at arbitrations and mediations. IN addition to her formal bar and court admissions, she has been admitted *pro hac vice* in federal courts in a number of states, including Indiana, Minnesota, Texas and Virginia. Ms. Gambardella is the author of *Employment Litigation*, released in 2002, as part of the Employment Law Series published by Law Journal Press.

## Agenda

8:00 - 8:30 a.m.	Registration and Breakfast
8:30 - 10:35 a.m.	Presentation
10:35 - 11:00 a.m.	Questions and Answers

## Briefing Background

### *Record Retention in the Electronic Age*

- ◆ **The majority of business communications today are exchanged via electronic means. E-mail has become the method of choice. But what has become the most efficient way to communicate also presents myriad problems for employers faced with threats of litigation.**
- ◆ **In a recent case, for example, a federal court sanctioned a large employer, who was confronting a possible lawsuit by an employee, for failing to properly retain potentially relevant electronic communications.**
- ◆ **What are an employer's obligations to preserve electronic "documents" for potential litigation?**
- ◆ **In this two-hour seminar, we will discuss this recent decision, and explore the practical guidelines it suggests for ensuring that employers meet their obligations to preserve electronic documents. We also will discuss how to protect the all-important attorney-client communication and work-product privileges in the new age of electronic communications.**

## Registration Form

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

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- 04/19/05 Record Retention in the Electronic Age**

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