Imaged Documents:
What to Keep, What to Shred, What Holds Up in Court

WEBINAR OR ON-DEMAND WEB LINK (LINK INCLUDES FREE CD ROM)

Monday, September 24, 2012

12:00 pm – 1:30 pm Pacific
1:00 pm – 2:30 pm Mountain
2:00 pm – 3:30 pm Central
3:00 pm – 4:30 pm Eastern

Imaged documents are prevalent on both the deposit side and the loan side of the bank. Every day, your bank processes numerous imaged deposit records and handles numerous imaged credit files. Image technology can make banking transactions more convenient, but it also can complicate matters. Do you know which original documents must be retained and which can be shredded? Not all imaged documents are treated the same under the law. Understanding the rules can protect your bank from making costly mistakes.

HIGHLIGHTS

- What is the distinction between an imaged document, an electronic document, and an electronic signature?
- Is an imaged document legally enforceable?
- When can the original be destroyed after the document is imaged?
- Can a customer require you to keep the original?
- When do courts require the original?

Attendance verification for CE credits provided upon request.

WHO SHOULD ATTEND?
This informative session is directed to both the deposit and credit sides of the bank, especially staff involved in document imaging, storage, and retrieval.

PLEASE NOTE: 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.

ABOUT THE PRESENTER – Elizabeth Fast, JD & CPA, Bankers Choice
Elizabeth Fast is a partner with Spencer Fane Britt & Browne LLP where she specializes in the representation of financial institutions. Elizabeth is the head of the firm's training division known as Bankers Choice. She received her law degree from the University of Kansas and her undergraduate degree from Pittsburg State University. In addition, she has a Master of Business Administration degree and she is a Certified Public Accountant. Before joining Spencer Fane, she was General Counsel, Senior Vice President, and Corporate Secretary of a $9 billion bank with more than 130 branches, where she managed all legal, regulatory, and compliance functions. She is a member of the Missouri State Banking Board by appointment of the Governor.

THREE REGISTRATION OPTIONS

Note: All materials are subject to copyright. Transmission, retransmission, or republishing this webinar to other institutions or those not employed by your financial institution is prohibited. Print materials may be copied for eligible participants only.

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 will be approximately 90 minutes, including question and answer sessions. Seminar materials, including instructions, PIN number, and handouts will be emailed to you prior to the broadcast. You will need the most-current version of Adobe Reader available free at www.adobe.com.

2. ON-DEMAND WEB LINK & FREE CD ROM*

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. Approximately one week prior to the webinar, you will receive an email with the web link. This web link can be viewed anytime 24/7, beginning 6 business days **after** the webinar and will expire 6 months after the live program date.

As an added bonus, you will also receive a FREE audio/visual CD ROM.* The CD ROM includes the original audio/visual presentation, the question and answer sessions, and the handouts. Use the on-demand link or this "off-the-shelf" training program for those that could not attend the live seminar and for future training.

LIMITED AVAILABILITY: The on-demand web link and CD ROM may ONLY be ordered for 6 months following the webinar. Neither the link nor CD will be available after this time.

NEW!

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3. BOTH LIVE WEBINAR & ON-DEMAND WEB LINK (INCLUDES FREE CD ROM*)

Options 1 and 2 described above

AFFORDABLE, PROFESSIONAL TRAINING, WHEN AND WHERE YOU CHOOSE

***CD ROM is for Mac and PC use only**