



## ***To Hold or Not to Hold: Practical Considerations for Developing a Records Preservation Process in Response to Litigation or Government Investigation***

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The Greater Sacramento Capitol Chapter of ARMA International is proud to present the fifth in our series Building Your Dream Records Program: To Hold or Not to Hold presented by Marti Fischer, CRM.

What do you do when your enterprise receives notice that they are a party to litigation or are the subject of a government agency investigation or inquiry? Do you halt all destruction (including regularly scheduled data deletion)? Or, instead, do you put your head in the sand, hoping it will all go away? Hopefully, neither. But the correct option is somewhere in between. This presentation will provide the rationale for appropriate records preservation. It will also offer some practical tips in setting up a record hold process, to be implemented in the event of litigation or government investigation.

PLEASE NOTE: Registration starts at 1pm, but the program does not start until 1:30pm. Please use the sign in time to network with your colleagues.

Date: Wednesday, May 15th  
Time: 1pm - 4pm  
Location: California Housing Finance Agency  
500 Capitol Mall, Suite 1400  
Sacramento, CA 95814