



COMMUNITY BANKERS ASSOCIATION OF ILLINOIS

Webinar – On-Demand Web Link

Electronic & Imaged Documents: What to Keep, What to Destroy, What Holds Up in Court

Wednesday, February 12, 2020

2 - 3:30 p.m.

Every day, your institution processes numerous electronic documents and records. Do you know which original, signed documents must be retained and which can be destroyed after imaging? Although the electronic age can make transactions more convenient, it can also complicate matters for financial institutions. Not all imaged documents are treated the same under the law. Now, more than ever, it's imperative to understand the rules regarding electronic and imaged documents to protect your institution from costly mistakes.

HIGHLIGHTS

- Identify when an imaged document is (and is not) legally enforceable
- Determine when it is permissible to deliver disclosures, contracts and statements electronically
- Analyze your financial institution's operational requirements regarding electronic records
- Develop record retention policies for electronic and imaged documents
- Understand the requirements of the Electronic Signatures in Global and National Commerce Act (E-SIGN Act)

TAKE-AWAY TOOLKIT

- Sample language that can be added to an existing document retention policy to authorize the use of imaged documents
- Employee training log
- Interactive quiz

DON'T MISS THIS RELATED WEBINAR!

Auditing E-Policies & Procedures: Risks, Rules & Records on Wednesday, September 4, 2019

Attendance verification for CE credits provided upon request.

WHO SHOULD ATTEND?

This informative session is designed for deposit operations personnel, loan operations staff, retail officers, commercial officers, technology personnel, service representatives, attorneys, compliance officers, auditors, managers and others involved in document retention.

ABOUT THE PRESENTER

Elizabeth Fast is a partner with Spencer Fane LLP where she specializes in the representation of financial institutions. Fast is the head of the firm's training division. She received her law degree from the University of Kansas, Lawrence, 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

1. LIVE WEBINAR

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2. ON-DEMAND WEB LINK**

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. Within five business days following the webinar, you are provided with a web link that can be viewed anytime for the next six months. This link expires six months after the live program date.

3. BOTH LIVE WEBINAR AND ON-DEMAND WEB LINK**

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Wednesday, February 12, 2020 **2 - 3:30 p.m.**

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