

ESTABLISHING THE BEST RECORD RETENTION POLICY FOR YOUR LAW PRACTICE

Managing Your Law Practice CLE
Special Events Program

David J. Ferrell

David J. Ferrell, PLLC
10514 Montwood Dr
El Paso, TX 79935-2703

John Meredith

Greenberg Traurig, LLP
1000 Louisiana Street, Suite 1700
Houston, TX 77002
Tel: 713-374-3500
Fax: 713-374-3505

Friday, June 11, 2010
11:00 a.m. – 11:30 a.m.



DAVID J. FERRELL, PLLC

ATTORNEY & COUNSELOR AT LAW
10514 MONTWOOD DRIVE
EL PASO, TEXAS 79935-2703
(915) 594-8000
FAX (915) 594-8570
WEBSITE [HTTP://WWW.ELPASOLAW.COM](http://www.elpasolaw.com)
E-MAIL DJF@ELPASOLAW.COM
LEGAL ASSISTANT - ROSALINDA ROSPRIM

Biographical Information

David J. Ferrell

Education:

United States Navy - 1966 - 1970

BS in Criminal Justice 1974, University of Texas at El Paso

J.D. Texas Tech School of Law, 1977

Professional Activities:

Assistant Attorney General of Texas

Consumer Protection/Anti-Trust Division 1978-1981

Private Practice in El Paso Texas 1981-2010

Adjunct Professor - Webster University 1980-1993

Associate Municipal Judge-City of El Paso 1983-1990

Member of the Consumer Law Council-State Bar of Texas 1985-1994

Treasurer of the Consumer Law Section-State Bar of Texas 1988-1990

Chairman of the Consumer Law Section-State Bar of Texas 1991-1992

President of El Paso County Probate Bar Association 1999-2000

Chairman of the Board El Paso County Probate Bar Association 2000-2001

Chairman of the El Paso Bar Association Computer/Website Committee 1998-2001

Board of Directors El Paso Bar Association 2002-2005

Member of the Website Services Committee, State Bar of Texas 2008-2011

Member of the Law Practice Management Committee, State Bar of Texas 2008-2011

Publishes and maintains research website elpasolaw.com on the Internet

Created El Paso County's Probate Court website theprobatecourt.com

Created the El Paso Bar Association's website elpasobar.com

Technology and the Law Consultant

John Meredith

Current

- Business Director at Greenberg Traurig

Past

- President and General Counsel at Aspiring Youth
- Attorney at Woodard, Hall & Primm

Education

- Harvard University Kennedy School of Government
- Baylor University School of Law
- Georgia Institute of Technology - Georgia Tech College of Management

Presently the Business Director for Greenberg Traurig, LLP in the Houston Office. Previously worked as the President and General Counsel for Aspiring Youth of Houston.

Specialties:

Management, Marketing/Public Relations, At-Risk Youth

Experience

- Business Director
Greenberg Traurig
(Privately Held; Law Practice industry)
October 2005 — Present (4 years 6 months)
- President and General Counsel
Aspiring Youth
(Non-Profit Organization Management industry)
June 1997 — October 2005 (8 years 5 months)
- Attorney

Woodard, Hall & Primm

(Law Practice industry)

September 1988 — July 1996 (7 years 11 months)

Education

- Harvard University Kennedy School of Government
MPA , 1996 — 1997
- Baylor University School of Law
JD , 1985 — 1988
- Georgia Institute of Technology - Georgia Tech College of Management
MBA , 1985 — 1985
- North Georgia College and State University
BBA , 1982 — 1984

El Paso Law



State Bar of Texas
Annual Meeting Special Events

Friday, June 11, 2010

11:00 - 11:30 AM

.5 Hours

(.25 Hours Ethics)

*"Establishing the Best Record
Retention Policy
for Your Law Practice"*

**Below are excellent books/sites/articles
addressing many aspects of "Document
Management and Retention". Most are
free some will cost you but all are good
sources.**

David J. Ferrell

THIS IS A LINK----->



FYI: Records Management/Document Retention

The core asset of every law firm and legal organization is information. Lawyers sift through enormous amounts of information on a daily basis -- everything from client files to printed contracts to the emails they receive on their smartphone. Making sense of all this information and ensuring that it's sufficiently protected and accessible is a daunting, but absolutely necessary, task.

Records management, often abbreviated "RM," is the strategy organizations employ to manage such information. RM is the process of identifying, organizing, maintaining, and accessing all of the records created or received by an organization in its day-to-day operations. These records can be electronic or paper and include virtually everything that passes through an organization's doors. There are many reasons a firm or individual might employ a particular RM strategy, but the most important reasons are the most practical: improving productivity, cutting costs, and complying with legislative, regulatory, and internal policy requirements.

Below is a listing of some helpful informational

resources regarding RM, as well as a listing of some of the major RM solutions currently available.

Resources-Links

ABA Legal Technology Resource Center

- ➊ [Herding Cats: Managing Electronic Data in a Law Firm \(PDF\)](#)

Electronic data - email, forms, documents, spreadsheets, and databases - must be effectively managed to both tap into its true potential and for retention and compliance. In this presentation for the Chicago Bar Association, strategies for using technology, planning, and training to effectively manage electronic data were reviewed.

- ➋ [A Necessary Security Blanket: Document Retention Policies](#)

This article explores the creation of document retention policy best practices and provides solutions for retention of electronic documents.

American Bar Association

- ➌ [Law Firm Document Retention Policies](#)

- ➍ [Electronic Document Retention Policies \(And Why Your Clients Need Them\)](#)

- ➎ [Old Docs, New Tricks: Knowledge Databases Made Easy](#)

- ➏ [Record Retention And Destruction: Current Best Practices \(PDF\)](#)

- ➐ [The Lawyer's Guide to Records Management and Retention](#)

American Association of Law Libraries

- [Records Retention in the Private Legal Environment: Annotated Bibliography and Program Implementation Tools \(PDF\)](#)

ARMA International (Association of Records Managers and Administrators)

- [Records Management in the Legal Environment](#)
- [Records Management Responsibility in Litigation Support](#)
- [Electronic Records Retention: New Strategies for Data Life Cycle Management](#)
- [Retention Management for Records and Information](#)
- [Requirements for Managing Electronic Messages and Records](#)
- [Managing Electronic Records, 3rd Ed.](#)

Network Alternatives

- ["Is Your Firm's E-mail Disappearing Into a Black Hole?" \(PDF\)](#)



Sedona Conference

- [The Sedona Guidelines: Best Practice Guidelines & Commentary for Managing Information & Records in the Electronic Age \(September 2005\) \(PDF\)](#)
- [The Sedona Guidelines for Managing Information & Records in the Electronic Age \(PDF\)](#)

IRS Statute of Limitations

Document Retention when the IRS is involved!!!



DOCUMENT IMAGING AND ARCHIVING

[Mechanics](#) - HOW TO DO IT!

[Click on the LINKS BELOW](#)

[Fujitsu ScanSnap S510 For Fast Inexpensive Scanning](#)

[Fujitsu ScanSnap S300 SMALL and powered by USB2 Port](#)

[Fujitsu ScanSnap S1500 - the NEW Scanner](#)

[ScanSnap Community](#)

[ScanSnap Scanners VIDEOS etc.](#)

[NEW ScanSnap S1300 Portable Scanner](#)

[Adobe Acrobat 8 & 9 Professional Article by David J. Ferrell & Roy Greenberg](#)

[Adobe Acrobat Reader 9.0 FREE](#)

The appendices files that follow are referenced in the above paper written by David J. Ferrell and Roy Greenberg for the the Texas Bar "Perfecting Your

Practice" seminar, February 2009
(*ADOBE ACROBAT 8 and 9 PROFESSIONAL A MAJOR UPGRADE FOR LAWYERS*) and are to be viewed with Adobe Acrobat Reader 9.0; download it at the [above link](#). Be patient for the files to download to your computer.

[Big Dead Snake](#)

[Mexican Constitution \(Short excerpt\)](#)

[Imbedded Multimedia](#)

[Dynamic Demand Letter for Civil Damages](#)

[Example of Multimedia CLE Paper submitted for Texas Bar CLE in November 2009](#)

Download Link for article above at "You Send It" 50 megabytes (expires 2-18-2010). Try this download to see how "You Send It" works and for an example of a Multimedia PDF Portfolio.

MORE concerning document retention.

[SARBANES-OXLEY ACT](#)

[Enron What Really Happened](#)

[Seven Deadly Sins of Records Retention July 2006](#)

[**Startup Kit for a Small Law Practice CLICK BELOW**](#)

[**Law Practice Management Handout**](#)