



What to Keep, What to Shred, What Holds Up In Court

**Wednesday, July 29, 2009
9:00 – 10:30 am Hawaii Time**

Imaged documents are prevalent on both the deposit and the credit side. Your credit union handles numerous imaged deposit records and credit files every day. Image technology can make members' transactions more convenient, but can also 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 credit union from making costly mistakes.

HIGHLIGHTS

- What is the distinction between an imaged document and an electronic document?
- What is the difference between an electronic signature and an imaged signature?
- When can the original be destroyed after the document is imaged?
- Can a member require you to keep the original?
- When do courts require the original?

WHY SHOULD YOU PARTICIPATE?

This session is a cost-effective way to learn the rules regarding imaged documents and to protect your credit union from costly mistakes. You may train as many individuals as you like for one set price. There will be no travel costs, no time lost from work, and no one will be required to leave the institution.

WHO SHOULD ATTEND?

This informative session is directed to both the deposit and credit sides of the credit union, especially those involved in document imaging, storing, and retrieving.

PLEASE NOTE: Your registration fee allows you to have one telephone connection. However, as many people as you like may listen from your office speaker phone. If you register for the webcast, your registration fee also includes one internet connection from a single computer terminal.

ABOUT THE PRESENTER – Elizabeth Fast, JD & CPA

Elizabeth Fast, Esq. 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.

WHAT IS A TELEPHONE/WEBCAST SEMINAR?

This training method allows unlimited listeners on your office speaker phone. By choosing the webcast option, participants will also be able to view online visuals as the presentation is delivered. Registrants receive a toll-free number and pass code that will allow entrance to the seminar. The session will be approximately 90 minutes, including question and answer sessions. Seminar materials will be sent prior to the broadcast along with hookup instructions. Your pin number, hookup instructions and handouts will be emailed to you. You will need the most current version of Adobe Acrobat Reader available free at www.adobe.com.

CAN'T ATTEND THE SCHEDULED TRAINING? ORDER THE AUDIO/VISUAL CD ROM!

As an added benefit, you may purchase a CD Rom* of this presentation. The CD includes the original audio/visual presentation, the question and answer sessions, and the handouts. In addition, you will be able to contact the presenter if you have follow-up questions. Use this "off-the-shelf" training program for those that could not attend the live seminar and for future training. **AFFORDABLE, PROFESSIONAL TRAINING, WHEN AND WHERE YOU CHOOSE.**

NEW! The CD-Rom now contains the speaker's visuals, which are synced to the audio recording! A great new improvement at no extra cost to you!

Hookup instructions and materials will be emailed approximately two days prior to seminar.

----- **Registration Deadline: July 20, 2009** -----

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Credit Union Name: _____ Phone No.: _____

Contact Person: _____ *(Required)* Email Address: _____

(Required for Webcast & CD option only)
Mailing Address: _____ City _____ State _____ Zip _____

- Please register our credit union for:
- Webcast Only \$200
 - CD Only \$200
 - Webcast and CD (PC use only) \$250

Please mail your completed form and payment to: Hawaii Credit Union League
1654 S. King Street
Honolulu, HI 96826-2097