Finding, Saving and Protecting Information that is Crucial to Your Practice
Solo and Small Firm Workshop Series

Friday, January 31, 2014 • 1:45 – 5:30 PM
UMKC School of Law, Room 4
Credit: MO – 4.0 including 4.0 ethics/ KS – 4.0 including 4.0 ethics
Cost: KCMB Member - $90 Non-Member - $145

DESCRIPTION

Paul Callister and Michael Robak from the UMKC School of Law Library will cover topics regarding research, records retention, and disaster planning for electronic files in this fourth of a six-part series.

SCHEDULE

1:45 pm Registration
2:00 pm Records Retention Policies that Satisfy Ethical Standards
3:00 pm Research Tips for Practitioners
3:40 pm Break
3:50 pm Backup and Security
4:20 pm Disaster Planning
5:30 pm Adjourn

SPEAKERS
PAUL CALLISTER, DIRECTOR, UMKC SCHOOL OF LAW LIBRARY
MICHAEL ROBAK, UMKC SCHOOL OF LAW LIBRARY

*Course materials will be provided in electronic format only and are accessible with your laptop, tablet or other mobile device during the event. Final course materials will be posted prior to the event at www.kccle.org, calendar, event, materials tab. Parking will be validated at the event.

**On-site registrations are welcome; however, seating and/or meals cannot be guaranteed unless you pre-register.