

# Information Retention Counseling Toolkit

It's time to get organized.

**Address key records retention regulations and obligations in a fast-moving legal and compliance environment.**

The Information Retention Counseling Toolkit provides your team with a best practices framework for records retention and information dispositioning – including a bundle of templated retention policies and processes, as well as guidance on their implementation and administration...all at a fixed price of \$15,000.

**Who's the IRC toolkit for?**

- Companies and organizations looking to create and implement a records retention policy and schedule in a cost-efficient manner

**Contact Cooley's information retention counseling team today for an IRC toolkit consultation.**

## What's in the IRC toolkit?

- Essential information and records governance templates
- Practical guidance from Cooley's information retention counseling team
- 3 to 5 hours of targeted/tailored implementation counseling advice
- Policy templates and counseling include:



Records Retention Policy  
Records Retention Schedule  
Email and Electronic Message  
Deletion Policy



Legal Hold Response Procedures  
Legal Hold Notice



Implementation Memo  
Defensibility Assessment and  
Memo



Employee Education  
Retention Analysis and Data  
Disposition Consulting

**Note:** The Information Retention Counseling Toolkit is not a guarantee of compliance with all regulatory rules and requirements. Additional work by the client and/or further advice from legal counsel may be necessary to achieve substantial compliance.