

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 \$10,000.

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.