

**Date: October 2, 2025**

**Time: 10:00 AM - 12:00 PM**

**Topic: Records Management and Retention - Can a Program be Comprehensive and Efficient at the Same Time?**

Presented by: Brad Papalardo, EVP, Chief of Government Affairs & General Counsel, Massachusetts Bankers Association, and Carl Pry, Senior Advisor, Asurity Advisors and author of the 2025 Record Retention Quick Notes, 7<sup>th</sup> Edition

Retention and management of records is more complicated than just deciding what to keep and for how long. In what form should records be kept (meaning can we retain records electronically or is paper required)? Should we keep more than what the regulations require? If so, what and why? What about possible litigation needs? Examiner expectations must be met, of course, but other parties, such as law enforcement, auditors, and of course your customers, to name just a few, may require access to information, as well.

To manage an effective program in a cost-effective manner, compliance professionals must rely on information from a broad range of resources within the organization. Records management is the point of convergence of these resources, which is why effective and reliable records management must be part of your Compliance Program.

**What You Will Learn**

- What types of information constitutes a record that we should retain?
- Where can I look for retention requirements?
- Are there best practices we can follow?
- How can I set up or enhance our bank's records management program?
- What are the risks involved in records retention?
- What should an effective and comprehensive program look like?
- How should the program be organized? What is a taxonomy hierarchy, for instance?
- Litigation needs – how does this process factor in?
- Destruction of records and information – when and how should this be done?
- RRQN 7<sup>th</sup> Edition

## Who Should Attend?

Anyone involved in the creation, management, and destruction of information and records will benefit from the knowledge and information shared in this session, including compliance officers, auditors, information security and management, IT personnel, senior management, bank counsel, operations, privacy, and others with a vested interest in ensuring a cost-effective and comprehensive records management program.

Registration Link: <https://www.massbankers.org/Education-Training/Event/sessionaltcd/RMR25>

Registration Cost: \$295 using discount code SBARRQN

**All attendees will receive complimentary access to the newly released version of the Records Retention Quick Notes, the RRQN 7<sup>th</sup> Edition**, a comprehensive and easy-to-read guide on federal retention requirements that apply to most banks.

### The newest version includes:

- New records added to better protect banks over appropriate time periods in case of potential regulatory enforcement and/or litigation.
- Various requirements were re-researched and confirmed for continued accuracy.
- Updates to retention-related federal laws and regulations since the last edition, particularly in light of the dynamic regulatory environment over the past few years.
- Numerous 'best practice' suggestions were added to the guide.