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The Lawyer's Guide to Records Management and Retention by George C. Cunningham and John C. Montaña

CHICAGO, Nov. 17, 2006 – Failure to locate documents is more than inconvenient. Inability to respond to discovery can cost your client millions, even destroy an organization. Published by the ABA Law Practice Management Section, *The Lawyer's Guide to Records Management and Retention* is the first comprehensive guide written to specifically help individual lawyers efficiently manage and retain their paper and electronic case files and administrative records.

This important new book will help any law firm protect itself with a smart records retention program, giving guidance on which records to keep, how to index and organize files, and how to build intuitive and meaningful structures for data. Larger firms will find information on how to choose the right records management software, identify a records management vendor, and prepare staff to maintain a records management program.

The Lawyer's Guide to Records Management and Retention has the answers law firms need to save wasted hours searching for documents, improve the quality of their client services, and gain peace of mind by managing their files more efficiently.

Immediate benefits can be realized from classic “pile management,” tips for cutting storage costs, and other quick fixes to boost efficiency. Authors George Cunningham and John Montaña, noted information and records management experts who have been providing consulting services to clients for a combined 45-plus years, explain how to:

- use records management as a tool for improving risk management
- manage e-mail as part of the client file
- implement records retention schedules
- manage records during investigations, audits, claims, and litigation
- serve the techno-centric and techno-phobic practitioner
- use records management as a pipeline to knowledge management
- respond to a “litigation hold” by examining and suspending portions of the document retention policy.

In addition, the book contains information on legal and ethical compliance when it comes to management and retention of both paper and electronic files and on the relationship between conflicts checking and records management. Special sections address issues facing new lawyers, solo practitioners and small firms. Also included is an accompanying CD-ROM featuring checklists, forms and guidelines useful in document retention, including client review and sign-off sheets, letters to destruct, review announcements, and more.

With more than 413,000 members, the American Bar Association is the largest voluntary professional membership organization in the world. As the national voice of the legal profession, the ABA works to improve the administration of justice, promotes programs that assist lawyers and judges in their work, accredits law schools, provides continuing legal education, and works to build public understanding around the world of the importance of the rule of law in a democratic society.

Title: *The Lawyer's Guide to Records Management and Retention*
Publisher: American Bar Association Law Practice Management Section
Pages: 304 pages
ISBN: 1-59031-450-6
Size: 7 x 10 with CD-ROM
Binding: Paper
Price: \$99.95; \$89.95 for ABA Law Practice Management Section members
Orders: Order the book by calling 800-285-2221. Request product code 5110574

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