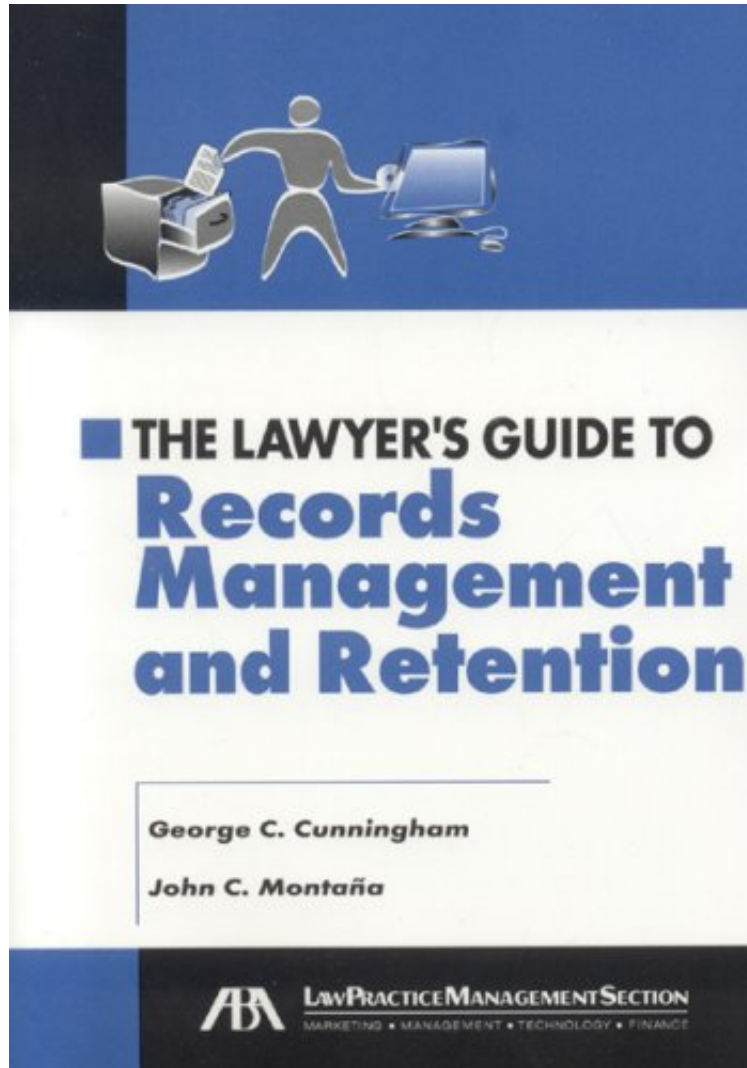


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# The Lawyer's Guide to Records Management and Retention

*George C. Cunningham, John C. Montana*  
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10 of 10 people found the following review helpful. Records Management How To - A Much Needed Resource By Candace The Lawyer's Guide to Records Management and Retention, by George C. Cunningham and John C. Montana published by the ABA Law Practice Management Section, is long overdue and perhaps one of the best written books on the subject. With the prolific increase in the number of cases involving electronic discovery, this book helps to serve those law firms and law departments in understanding records management in a non-boring way. Chapters

include both paper records as well as electronic records; developing (and sticking to) a records retention schedule; and how to get lawyers and staff involved in the process. You'll learn so much by reading this book and, best of all, it is extremely well organized so that you can quickly and easily find detailed answers to your questions. The book comes with an accompanying CD with plenty of helpful worksheets. I don't think anyone will be disappointed with this book - it's very informative and extremely educational to lawyers, legal assistants, and records managers.

This book will help any law firm create and maintain an effective and well-organized records management program, including administration and storage of client files and administrative records in all types of media. Firms will learn to implement an efficient information, document, and file retrieval system, thus reducing costs, avoiding ethics violations, and ensuring client satisfaction. In addition, the book covers legal and ethics compliance when it comes to management and retention of both paper and electronic files.