

Record Retention Guide

The KBA Federal Record Retention Guide is a publication that supplies bankers with the latest information about state and federal record retention requirements for Kansas banks. The easy to use format provides information by document type, as well as by regulatory requirement. The Record Retention Guide will be updated on an as-needed basis, but no more frequently than once a year.

The initial cost of the Record Retention manual for KBA Member institutions is \$95.00. After the initial cost, an annual fee of \$50 will apply to receive an updated version of the manual every year.

The KBA non-member rate for the initial purchase is \$195.00. After the initial cost, an annual fee of \$95 will apply to receive an updated version every year.

Please email completed form to the Legal Department at KBCS@ksbankers.com or fax to 785-272-7836.

*Manual ONLY. OnDemand is not available for this program.

Topics To Be Covered:

- Administration
- Credit/lending
- Trusts & investments
- Disposal of consumer information
- Kansas law on reproduction of records
- Military lending
- E-Sign act
- Flood insurance
- Human resources
- Deposit operations
- Regulatory compliance
- Building a comprehensive records management program
- Electronic record keeping for national banks
- Sample of Record Retention Policy and other forms
- and much more!

Name: _____

Bank: _____

Address: _____

City, Zip: _____

Email: _____