

**FOR FURTHER INFORMATION CONTACT:**

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**FOR IMMEDIATE RELEASE**

**Seminar - Retention of Company Records: Who Needs to Know?**

---MUSKEGON, MICHIGAN---

*How long do I have to store company records? How do I keep them safe? Who has access?* In this, the first of LDS' Waypoint Business Seminar series, these questions and others like them will be explored.

Lakeshore Document Services Co. has invited experts to discuss these issues critical to designing and implementing comprehensive records and data retention program for your company. **Carol Romej, Attorney and Shareholder of the Bloomfield Hills Office of Butzel Long**, will discuss retention schedules and designing a program. **Ryan Wallace, a Business Process Specialist with StabilityOne of Zeeland**, a technology company, will discuss data management. Garry Olson, President of LDS, will discuss the information lifecycle and management options.

Lakeshore Document Services provides secure records storage, scanning and shredding services to the greater West Michigan region.

For more information about this seminar, or to confirm your reservation, call the Lakeshore office at 231-798-8756.

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