

Introduction to the 2025-2 Edition

Several chapters have received revised and updated materials, including:

- Ch. 5 “The Legal Implications of Records Destruction”
- Ch. 10 “Statutes of Limitation as a Guide for Records Retention”
- Ch. 11 “Storage of Records”
- Ch. 15 “Records Retention under ERISA,” including a new appendix addressing **use of electronic records**
- Ch. 16 “Records Retention and Posting Requirements under the FMLA”
- Ch. 17 “Records Retention Requirements under the Prescription Drug Benefit Program”
- Ch. 18 “Records Retention and Reporting Requirements of the Consumer Product Safety Act”
- Ch. 19 “Record-Keeping Requirements for the Magnuson-Moss Warranty Act”
- Ch. 21 “Records Retention Requirements of Pub. L. No. 95-507: Subcontracting to Small Businesses”
- Ch. 25 “Retention Requirements for Tax Records”
- Ch. 38 “Records Retention Requirements of the Emergency Planning and Community Right to Know Act,” including a new appendix addressing **Reporting for TRI Facilities (July 3, 2025)**
- Ch. 43 “Retention Requirements for Internet Records”
- Ch. 45 “Records Retention Procedures for Protecting Trade Secrets,” including a new section heading addressing **Conspiracy**
- Ch. 54 “Records Retention Requirements under HIPAA’s Portability, Privacy, and Security Rules,” including a new appendix from the NIST concerning **Implementing the HIPAA Security Rules**
- Ch. 55 “Record-Keeping Aspects of Privacy Laws”

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