

Introduction to the 2026–1 Edition

Several chapters have received revised and updated materials, including:

- Ch. 1 “Corporate Counsel’s Guide to Records Retention”
- Ch. 5 “The Legal Implications of Records Destruction”
- Ch. 7 “Privacy Aspects of Personnel Records Retention”
- Ch. 8 “Rules on Keeping Electronic Records”
- Ch. 26 “Records Retention Requirements for Financial Institutions,” including a new appendix providing guidance from the FDIC addressing **Social Media**
- Ch. 28 “Reporting and Records Retention Requirements of the Federal Election Campaign Act of 1971,” including a new appendix providing guidance from the Federal Election Commission addressing **Campaign Guide—Corporations and Labor Organizations**
- Ch. 30 “Records Retention Requirements of the Immigration Reform and Control Act of 1986,” including a new appendix addressing **Supplemental Guide for Federal Contractors-E-Verify**
- Ch. 45 “Records Retention Procedures for Protecting Trade Secrets,” including new section headings addressing **Information** and **Attorney-eyes only**
- Ch. 54 “Records Retention Requirements under HIPAA’s Portability, Privacy, and Security Rules”
- Ch. 55 “Record-Keeping Aspects of Privacy Laws,” including a new section heading addressing **Video Privacy Protection Act of 1988**

Westlaw Database Identifier: **RECRETEN**