

DOCUMENT DESTRUCTION/ARCHIVING  
CATAWBA VALLEY PARALEGAL ASSOCIATION  
PRESENTATION BY BROOK HOBGOOD  
CERTIFIED IDENTITY THEFT RISK MANAGEMENT SPECIALIST  
GENERAL MANAGER, SHRED-IT, CHARLOTTE, NC  
AGENDA 6:15 - 7:15

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|----|--|------------|
| 1. | Overview of Identity Theft & Fraud                             | 10 minutes |
|    | a. Scope of the issue  |            |
|    | b. Categories of Identity Theft                                |            |
|    | c. Financial impact of Identity Theft                          |            |
| 2. | Identity Theft & Privacy Legislation                           | 10 minutes |
|    | a. Electronic Funds Transfer Act                               |            |
|    | b. Health Insurance Portability and Accountability Act (HIPPA) |            |
|    | c. Gramm-Leach Bliley Act                                      |            |
|    | d. Fair and Accurate Credit Transactions Act (FACTA)           |            |
|    | e. NC Identity Theft Protection Act                            |            |
| 3. | Identity Theft Prevention & Preparation                        | 10 minutes |
| 4. | Scanning and archiving   | 20 minutes |
|    | a. Solutions   |            |
|    | b. Encryption  |            |
|    | c. Retrieving Information                                      |            |
|    | d. Security  |            |
| 5. | Questions and Answers  | 10 minutes |

\* Scanning & archiving section presented by Virtual Image Technology, Inc.