

Dear _____,

The Records Management Department is conducting a review of records management laws and regulations in XXX, a record-keeping brief. I would like ZZZ to investigate the laws and regulations in XXX concerning the retention period and management of business records. This would cover any laws and regulations for specific record media, that is, paper, electronic, microfilm and others, as well as the transfer of business records from one media to another, for instance, microfilm or image production from paper business records or the transfer from one electronic format to another format. It also covers rules and regulations for the retention of computer generated, stored and manipulated information, for instance, computerised 'Books of Account'. It includes the 'Rules of Evidence' for both civil and criminal proceedings in a XXX court. It includes any regulations the Inland Revenue Department or similar government taxation agency or bureau in XXX has published concerning tax record retention, format and submission requirements. It also includes any records related to employment, pensions, work visas or related issues for both citizens of XXX or expatriate employees. Any regulations or guidelines on the protection of privacy and the control of records relating to the disclosure of personal data are of interest. Any regulations or guidelines on the transfer to records from XXX to another country are of interest. Any unique record management requirements for a foreign business entity operating in XXX are also of interest.

Apart from this letter, I will send you a record-keeping brief prepared by our outside counsel from YYY as an example.

Yours sincerely,

XXX – the country

ZZZ – the outside counsel name

YYY – another country

1. Identify outside counsel for that country. Get a referral from in-house counsel whenever possible.
2. Ask for a quotation to do the work, specify at least 3 drafts prior to final approval of final version
3. Agree on the price.
4. Review the 1st draft and return for amendment; review the 2nd draft and either approve or ask for a 3rd draft.
5. Accept the final version and get a final version clearly indicated on each page with date approved and by whom.
6. Review every 3 to 5 years with the same outside counsel whenever possible or another outside counsel if necessary.