

## SAFFADY BIO

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William Saffady is an independent records management and information governance consultant and researcher based in New York City. He has extensive experience developing strategic plans and governance models for records management programs, conducting needs assessments and gap analyses, preparing record retention policies and schedules based on legal research and operational needs, developing technical specifications and procurement documents for records management products and services, and preparing costs analyses and justifications for specific records management projects. Dr. Saffady is the author of over three-dozen books and many articles on records management, record retention, document storage and retrieval technologies, and other information management topics. His latest books are *Information Governance: Concepts, Requirements, Technology*, which was published by ARMA International in 2017, and the third edition of *Records and Information Management: Fundamentals of Professional Practice*, the most widely used textbook on records management, which was published by ARMA International in 2016. Other recent books include *Legal Requirements for Electronic Records Retention in Western Europe* and *Legal Requirements for Electronic Records Retention in Eastern Europe*, both published by ARMA International in 2014; *Legal Requirements for Electronic Records Retention in Asia*, which was published by ARMA International in 2015; *Email Retention and Archiving: Issues and Guidance for Compliance and Discovery*, which was published by ARMA International in 2013; and *Cost Analysis Concepts and Methods for Records Management Projects, Second Edition*, which was published by ARMA International in 2011. Dr. Saffady recently completed a reference guide to retention of 100 commonly encountered business records, which will be published soon by ARMA International.