

# LISA A. LUKASZEWSKI

COUNSEL

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Lisa advises Fortune 500 companies regarding their information-management practices, litigation-hold processes, and management of large-scale information stores. As an attorney with Daley & Fey LLP, she develops Records Management and Litigation Hold policies, processes, and training that enable employees to identify information that needs to be retained, the appropriate methods for preservation, and the proper time period and methods for disposal. Lisa also assists companies with the management or disposal of legacy or orphaned data.

A member of The Sedona Conference<sup>®</sup> Working Group 1, Lisa is also an active member of ARMA, the not-for-profit professional association that serves as a leading resource on managing records and information.

Prior to joining Daley & Fey LLP, Lisa was an attorney with Redgrave Daley Ragan & Wagner LLP and Shook, Hardy & Bacon LLP.



## Representative Work

- Assisted Fortune 100 entertainment company with developing, documenting, and executing a process to identify, analyze, and properly dispose of over 90% of its legacy backup tapes and obsolete paper information
- Prepared Fortune 200 pharmaceutical company witness for 30(b)(6) testimony regarding the company's records management and litigation hold practices
- Collaborated with Information Technology professionals, Records Management personnel, and General Counsel at a Global Fortune 500 electronics company to develop a global, company-wide tiered approach to archiving e-mail and general office content
- Developed narratives describing potentially relevant information stores at a Fortune 500 food services company, uncovering previously unidentified potentially relevant information stores; these narratives are routinely used by in-house and outside counsel to prepare for pretrial conferences and meet-and-confer sessions
- Revised healthcare technology company's retention schedule to be more user-friendly, consolidating repetitive categories and eliminating unnecessary categories

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- Assisted Fortune 100 medical device manufacturer with the proper preservation and disposal of legacy backup tapes in connection with relocating one of its sites
- Developed policies regarding appropriate use of voicemail and instant messaging for Fortune 100 computer technology company
- Developed a policy regarding the appropriate use of social networking tools for a Fortune Global 200 pharmaceutical company
- Provided company-specific records-management and litigation readiness gap analyses and subsequent recommendations to several clients, including a Fortune 500 insurance company, Fortune 500 entertainment company, Fortune 500 financial services company, and a Fortune Global 500 electronics company
- Developed company-specific records retention and legal hold policies for numerous domestic and global Fortune 500 companies

## Industry Experience

- Entertainment
- Financial Services
- Medical Device
- Food and Beverage Services
- Chemical
- Insurance
- Tobacco
- Pharmaceutical

## Education and Certifications

J.D., University of Notre Dame Law School (1997), *cum laude*

B.A., Quincy University (1994), *summa cum laude*

## Bar Admissions

State of Missouri

State of Kansas

## Professional Associations

- The Sedona Conference<sup>®</sup> Working Group 1: Electronic Document Retention and Production
- ARMA International