

CLOSED FILE CHECKLIST

1. Determine the Appropriate Retention Period for the Matter
 - Tax Records
 - Probate/Estate Records
 - Property Records
 - Litigation files
 - Divorce Files
2. Purging Files of Certain Non-Essential Documents
 - Depositions
 - Non-Original Records Obtained From Third-Parties
 - Public Records
3. Return Original Client Documents
 - Retain Confirmation of Such Return
 - Obtain Signed Receipt for the Records
 - Retain Copies for Your Own Protection
4. Advise Client in Writing of His/Her Opportunity to Obtain Copies
5. Advise Client of Anticipated Destruction Date
6. Maintain Firm File of Such “Closing Letters”
7. Store Files so as to Protect Client Confidences
8. Destroy Files in a Manner Designed to Protect Client Confidences.