

Boone County Bar Association
The New File Retention Rule: What You Can Do To
Reduce Costs, Free Up Space, and Care for Your Loved Ones After You Are Gone
Wednesday, January 12, 2005

Checklist

- Develop Written Policies & Procedures for Active Files and for File Retention, Storage & Destruction
- Length of Time Inactive Files Kept In Office
- Length of Time Inactive Files Kept In Off Site Storage
- Method of Informing Client of File Retention Policy
 - Engagement Letter
 - Disengagement / Termination Letter
- Method of Returning Items to Client
- Method of Attorney Review Before Files Go To Storage
 - Secure
 - Confidential
- Method of Attorney Review Before Files Are Destroyed
 - Review for Any Items of Intrinsic Value
 - Stock & Bond Certificates
 - Car Titles
 - Promissory Notes
 - Jewelry
 - Trial Exhibits
 - Transactional or Other Documents Establishing a Person's Interest in Property or Money
 - Deeds
 - Contracts
 - Wills (Original & Copies)
 - Corporate Reports & Minutes
 - Annual Reports
 - Regulatory Compliance
 - Other
 - See IRS Publication 583 for Types of Tax Records and Period of Limitations
 - Malpractice Issues
 - Other
- Method of Storage
 - Secure
 - Confidential
- Method of Destruction
 - Secure
 - Confidential
- Method of Documenting Policy & Procedure Has Been Followed

This checklist is provided as a general education guide and not as legal advice.
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