

## APPENDIX E

### NOTICE REGARDING FILE DESTRUCTION

[Date]

As you know from your retainer agreement, we hold all the file information pertaining to your matter for a period of \_\_\_\_\_ following the conclusion of the matter.

At the expiration of that period, all material in the file will be destroyed according to firm policy. If you would like a copy of any or all of the material in the case file before it is destroyed, please contact our office before the expiration date for your file to make arrangements. You will be charged a nominal fee for copying costs.