



**SAMPLE CHECKLIST FOR DISPOSING OF CLIENT FILES**

It is recommended that:

- the lawyer responsible for the file or, where unavailable, a lawyer who has knowledge of the file complete the checklist;
- the checklist is completed in its entirety; and
- the completed checklist is kept in a central location with the checklists for other files that have been disposed of.

For more information on closing, storing and disposing of client files, see:

[Closing Client Files](#)

[File Retention Periods](#)

[Storing Closed Files](#)

[Disposing of Client Files](#)

<b>File Details</b>	
Client Name:	Closed File No.:
Address:	Telephone No.:
	Email Address:
Description of Matter:	
Lawyer Responsible for File:	
<b>File Review</b>	
Retention Period has Passed	No New Information Requiring Further Retention
No Claim Filed or Has Become Likely since File Closed	No Complaint Filed or Has Become Likely since File Closed
Original Documents have been Returned to Client/Third Party	Property belonging to Client/Third Party has been Returned
<b>Destruction of File Generally</b> N/A because File Returned to Client	
Client Given Notice File will be Destroyed	Date:
Yes    N/A    Notice to Client Attached	Yes    N/A    Date in Notice has Passed
Yes    N/A    Client Authorization to Destroy File Attached	

<b>Destruction of Paper Documents</b>		N/A because File Returned to Client N/A because File Only Exists Electronically
Date Paper Documents in File Destroyed:		
<b>Destroyed by Shredding</b> Shredded in the Office/Firm Shredded by Outside Company Name of Company:	<b>Destroyed by Other Means</b> Details:	
<b>Confidentiality Maintained during Destruction</b>	<b>Security Maintained during Destruction</b>	
<b>Confirmation that Paper Documents Destroyed:</b>	<b>Witnessed by:</b> Document Certifying Destruction is Attached	
<b>Destruction of Electronic Documents and Data</b>		N/A because File Returned to Client N/A because File Only Exists on Paper
Date Electronic Documents and Data Destroyed:		
<b>Details of How Destroyed:</b>	<b>Documents and Data not Recoverable</b>	
	<b>Confidentiality Maintained during Destruction</b>	
	<b>Security Maintained during Destruction</b>	
<b>Return of File to Client</b>		N/A because File Destroyed
<b>Before Returning File:</b>	Removed Documents Belonging to Lawyer Precedents Copied and Comply with PIPEDA	
<b>Date Returned to Client:</b>	<b>Copy of Letter to Client Attached</b>	
<b>Details of How Returned:</b>	<b>Confidentiality Maintained while Returning File</b>	
	<b>Security Maintained while Returning File</b>	
<b>Administration</b>		
<b>Entered in Disposed Of File List</b>	<b>Accounting System Status Changed to Disposed Of</b>	
<b>Closed File List Updated</b>	<b>Conflict System Status Changed to Disposed Of</b>	
<b>Office Systems Status Changed to Disposed Of</b>		
<b>Authorization</b>		
<b>Lawyer Authorizing Disposal of File:</b>		
<b>Person Completing this Checklist:</b>		

(Posted: July 21, 2020)