

## FILE RETENTION AND DESTRUCTION INFORMATION

The PLF recommends that lawyers keep most client files (whether paper or electronic) a minimum of 10 years to ensure the file will be available to defend you against malpractice claims.

For file retention and destruction guidelines, refer to “File Retention and Destruction Guidelines,” part of the PLF practice aid and form collection in the “Office Systems and Procedures” category on our website, [www.osbplf.org](http://www.osbplf.org).

“File Retention and Destruction” is also included in the PLF handbook, *Planning Ahead: A Guide to Protecting Your Clients’ Interests in the Event of Your Disability Or Death*, available for download at [www.osbplf.org](http://www.osbplf.org).

## IMPORTANT NOTICES

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