SAMPLE ADMINISTRATIVE FORM

CLOSED FILE ARCHIVE AND DESTRUCTION NOTICE

[Date]

[Client Name]

[Street]

[City / State / Zip Code]

Dear [Client Name]:

Thank you again for the opportunity to represent you in the [X] matter. Our records indicate this representation is concluded, and that we have not provided you any representation in the matter within the last six months. I am writing to inform you that the firm is now in the process of moving the closed case file, for your matter of [XX v. XX], into archival storage.

The file may include copies of records you want or need, such as documents we created for you. Please let us know within thirty (30) days of this letter’s date whether you would like to obtain a copy of this file, by returning the attached form to us in the enclosed self-addressed envelope. The cost of copying will be billed to you at [xx] cents per page.

At the completion of the 30-day period, the file will be moved into off-site archival storage, and will then be subject to destruction according to the firm’s record retention policy, without further notice to you.

I wish to thank you for your confidence in our firm and I look forward to speaking with you again. Thank you.

Sincerely,

[Lawyer Signature]

[Firm Name]