

File Destruction Authorization Form

RE: [File Name and Close File No]

I, _____, the responsible attorney on this case, have reviewed this file and found:

- It has been over ten (10) years since the file was closed.
- I have examined the file and have found no client property in it or have returned any and all client property found.
- I have examined the file and found no reason to retaining it.
- The pending destruction letter has been sent to the client and the client has either consented or there has been no response from the client.

This file may, therefore, be purged from the closed file archive and destroyed.

[Firm Name]

[Attorney Name]

Date

NOTE: This material is intended as only an example, which you may use in developing your own form. It is not considered legal advice and as always, you will need to do your own research to make your own conclusions with regard to the laws and ethical opinions of your jurisdiction. In no event will ISBA Mutual Insurance Company be liable for any direct, indirect, or consequential damages resulting from the use of this material.