

## **A-M Law Record Retention Policy**

**Updated November, 2019**

The following shall constitute the record retention policy of Anselmi Mierzejewski Ruth & Sowle P.C. (A-M Law) pursuant to ethics opinion R-5 from the State Bar of Michigan.

A-M Law maintains its files electronically through its PracticeMaster system. The firm's PracticeMaster system is saved indefinitely on a hard drive located at 1750 S. Telegraph Road, Suite 306, Bloomfield Hills, MI 48302. That hard drive is backed up off-site on a nightly basis by a vendor called Carbonite. Daily backups are retained by Carbonite for one month. Monthly backups are retained by Carbonite for one year.

A-M Law may additionally print certain aspects of its files to aid in the litigation process. These paper materials are duplicates of, and in addition to, the electronic files, which are maintained for a minimum of 7 years.

A-M Law also maintains off-site storage of certain paper or hard copy materials through a vendor called Iron Mountain. The firm's office manager and managing partners have access to this material.

A-M Law recognizes that certain pre—PracticeMaster files are stored off-site. A-M Law will retain these materials for a period of 7 years. A-M Law additionally retains certain files off-site which are marked "do not destroy". These files will be retained indefinitely.

### **The Obligations of Lawyers and Non-Lawyers Under This Plan**

It is the obligation of all A-M Law personnel to adhere to this plan. A-M Law maintains its records both on-site and off-site in electronic format, for a minimum of 7 years. Upon closing of a file, personnel are to dispose of paper or hard copy materials accordingly:

- Clients are to be advised that all paper or hard copy materials will be retained by the firm for a period of 90 days.

- Property of the client shall be immediately returned upon the closing of the file.
- After the expiration of 90 days, all paper or hard copy materials will be shredded.
- Upon closing of file, personnel are to take particular care in scanning critical documents into PDF format, saving them into PracticeMaster and labeling them accordingly:
  - TRUE COPY ORDER OF DISMISSAL
  - EXECUTED RELEASE
  - TRUE COPY JUDGMENT
  - CERTIFIED ABSTRACT OF COURT RECORD
  - TRUE COPY ORDER GRANTING SUMMARY DISPOSITION
  - ARBITRATION AWARD
  - FACILITATION AGREEMENT

The office manager and managing partners shall be responsible for the implementation and management of this plan.