



ADKISON, NEED, ALLEN, & RENTROP, PLLC

RECORD RETENTION POLICY

The following is the Client File Retention Policy of Adkison, Need, Allen, & Rentrop, PLLC, 39572 Woodward, Suite 222, Bloomfield Hills, MI 48304, established pursuant to Michigan Rules of Professional Conduct.

Application of Policy. This policy shall apply to all active client files placed in inactive status and is to be followed by all attorneys and staff of the Firm and by all independent contractors working on client matters for the Firm.

Confidentiality. Unless waived by the client in writing or by operation of law, all materials contained within client files maintained by the Firm shall be confidential in nature, which confidentially shall be maintained by all those associated with the Firm including independent contractors who may be involved in the storage and/or destruction of files.

Release of Information from Client Files. Absent written permission from the client to release all or part of the client's file and authorization of an attorney in the office, no materials or information contained therein shall be released to any person. In unusual circumstances, a Firm attorney may release information contained in a file upon verbal permission from the client to do so or when confidentiality is waived or no longer exists by operation of law.

Work Product of Attorney. Certain documents in client files may represent the work product of the Firm and, as such, remain the property of the Firm. The Firm may properly retain and/or destroy such documents without consultation with the client. All such work product shall not be considered part of the client's file even if contained therein.

Client Materials. Staff converting files to closed or inactive status will review each file for materials belonging to the client such as abstracts, insurance policies, deeds and documents that have legal significance such as original wills, trusts, powers of attorneys, etc. The client will be notified to either pick up these materials at the Firm's office or they will be mailed to the client at the address in the file with a letter enclosed identifying the materials returned. If original documents are returned to the client, they will be sent via certified mail.

Location and Storage of Files. All active client files shall be maintained in file cabinets within the main office of the Firm or stored electronically on the Firm's computer system. Closed and inactive files shall be kept in a designated storage area within the Firm's office premises or in electronic form on its computer system. Files may be removed from the Firm's offices only by its attorneys should such removal be required for court appearances, depositions, conferences, etc., or for work to be performed elsewhere. With notification to and approval of a Firm attorney, members of the Firm staff may remove files from the office for evening or weekend work. Any person so removing a file is responsible for its security, safekeeping, and return, and for maintaining such file from view of other persons.

Destruction of Client Files. The time period for destruction or disposition of client files shall be determined by the attorney in charge of such file. The Firm reserves the right to destroy property belonging to the client after the passage of five (5) years from the completion of all work thereupon. If information regarding the retention policy is not given to the client at either the commencement of representation or the conclusion of representation, notice of the intent to destroy client property must be given to the client by electronic or first-class mail prior to its destruction.

Notice to Clients. Unless otherwise directed by client, when a file is placed in closed or inactive status, notice shall be sent by the Firm to the client that the client may, within thirty (30) days from date of notice and at no charge, obtain any papers, not previously furnished to the client, from the file and that the file may thereafter, without additional notice to the client, be destroyed by the Firm or otherwise disposed in a manner that preserves the confidential and secret nature of the Firm's representation of the client. A copy of the notice, containing the date, the address to which sent, and the signature of the person so sending, shall be maintained by the Firm.

Method of Destruction or Disposition. Any paper material will be destroyed by either shredding the material or burning the material. Any material stored on tape, floppy disk, CD, USB drive, or other electronic storage device, will be deleted from the same. Any material stored in a form that cannot be destroyed by the forgoing methods will be sent to a service specializing in the destruction of such material.

Monitoring System. This policy shall be discussed biannually at a staff meeting to assure that it is operating properly. All staff personnel shall be responsible for application of the policy to the files of the attorney with whom the person primarily works.