

Closing or retiring from practice: the files

Seven steps for the closed files when a lawyer retires or a practice closes.



- ☐ **01** List every closed file and where it's stored, including off-site boxes.
- ☐ **02** Check the Law Society of Ontario's current guidance on file retention and on transferring files.
- ☐ **03** Decide who will be the custodian of the files, and record it.
- ☐ **04** Digitize the files, named by file number and client, so any file can be found in seconds.
- ☐ **05** Keep a searchable index of every file, and a copy in a second secure place.
- ☐ **06** Confirm which originals must be kept before anything is destroyed.
- ☐ **07** Get a certificate of destruction for any originals you do destroy.



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