

LAW OFFICE OF
SUSAN CASTLETON RYAN, P.C.

When My Case Is Over, What Happens to My File?
by Paula Gallagher

After what sometimes seems like an eternity, your case has gone to judgment, you have finally signed those estate planning documents, or your house has finally sold. Between the time you made that first phone call to schedule a consult with an attorney and now, your file has most likely grown in size with all the documents that have been produced or exchanged. Now that your legal matter has concluded, what happens to your file? Given the recent news story concerning old files from a law office that were being stored inappropriately, we thought it would be a good idea to inform our clients, and potential clients, what we at the Law Office of Susan Castleton Ryan, P.C., do with your file at the conclusion of your case.

The Law Office of Susan Castleton Ryan maintains both a hard copy of all files, as well as an electronic copy, which is maintained indefinitely. At the conclusion of the matter, we return any and all valuable property to the client. Should we be unable to return such property, it is safeguarded indefinitely in an off-site storage facility. All files related to estate planning and/or will preparation are separated from any other matters related to the client and retained in the office indefinitely. All original files, with the exception of files related to estate planning and/or will preparation, are held in the off-site storage facility maintained by the office for a period of up to ten years.

Our office maintains a unit in an off-site storage facility which is both secure and climate-controlled. The only persons who have access to the unit are employees of the Law Office of Susan Castleton Ryan, P.C.

As always, you are entitled to view and make copies of your files at any time. If you wish, your file will be returned to you at the conclusion of representation.

At the conclusion of the ten year archive period, we notify the client of same and our intention to destroy the original file. Upon notification of our intent to destroy the original file, the client has the opportunity to retain the file for his/her records. If we do not receive a response from the client within one month of the date of notification, we destroy the original file.

We at the Law Office of Susan Castleton Ryan understand that the information contained in your file is sensitive. With that in mind, we make it a priority to protect your file.

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