

Paperless file procedure & Destruction dates

PAPER FILE – A physical file is stored with all paperwork for the matter. The file will be stored with a unique storage number i.e. **(W21/1234)**

PAPERLITE FILE – A physical file is stored with a small amount of paperwork, the majority of the file is stored electronically. The file will be stored in the same way as a Paper file and will have a **(W)** number.

PAPERLESS FILE – There is no physical paperwork and the matter (File) is stored electronically.

Once the matter has been closed a **(FSRF)** for Paperless files only should be emailed to DL Office Services.

This will be logged on the system and will be given a **(P)** storage number i.e. **P21/1234**.

Any **(FSRF)** that have not been completed will be returned via email and not logged on the system until a new completed form is received.

Please make sure the following information has been completed before emailing the form:

All relevant boxes are ticked and dates completed on the form.

Destruction date – **7yrs or 15.5yrs** are the usual destruction times we use for files but this may vary dependant on the type of matter (if the file is to be retained indefinitely then please mark as **Do Not Destroy**. Please refer to the File Destruction Date Chart which can be found under Section B – Data Protection Policies in the Firmwide Policies & Procedure folder.

Matters Opened in Error – If a matter is opened by mistake and will not be used you will need to close it and type “Opened in Error” on the matter Description on the system, you do not need to produce a **(FSRF)** for any matters that are opened in Error as there is nothing to store but we do need to record it on the system.

Matters that do not proceed – If a matter is opened and the Client decides not to proceed then you will still need to email a **(FSRF)** to Securities (This applies to Paperless files only).

If the matter is a Paper or Paperlite file then please send the FSRF in a file to Securities.

The Minimum Destruction date of 1 year must be logged on the **(FSRF)** indicate that the matter “Did not Proceed” **(DNP)** or **Abortive** on the **(FSRF)**.

All Deeds, Wills et cetera are stored in the usual way, nothing has changed for this procedure.

It is vital to make sure files are logged and stored as soon as possible once the matter has been closed.