**CLIENT FILE DESTRUCTION LOG**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **File Number** | **Responsible Attorney** | **Client Name & Contact** | **Opposing Party** | **Description** | **File Close Date** | **File Purge Date** | **Client Notified** |
| Ex.-2017-001 | Smith, Mary | Doe, Jane  (216)222-2222  jdoe@email.com | Doe, John | Divorce- no children | 1/1/2014 | 1/2/2021 | 12/20/20  by J. Cook |
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\* Applies only to client files. For IOLTA records, follow Rule 1.15.