**CLIENT FILE DESTRUCTION LOG**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **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)222-2222jdoe@email.com | Doe, John | Divorce- no children | 1/1/2014 | 1/2/2021 | 12/20/20by J. Cook |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

\* Applies only to client files. For IOLTA records, follow Rule 1.15.