

Sample Language for Retainer Agreement Language

The following is a sample statement in an initial engagement letter, regarding the final disposition of the client's file:

The firm will maintain your file for _____ years after the date of the file closing letter. After that date, the file and all of its contents will be permanently destroyed. You may request your file and all of its contents at any time before the date of destruction.

Language from the Ohio Board of Professional Conduct,
Ohio Ethics Guide: Client File Retention (2016)
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