

STORAGE OF FILES

I understand that due to space limitations, it is firm policy that files be stored in your storage area for seven years after the conclusion of a particular matter. After seven years, the file is destroyed. If I should desire a copy of the file or any part of it after the conclusion of the matter, it will be my responsibility to make a specific written request for those documents. If no such request is made, the file will be destroyed after seven years in accordance with firm policy.

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