



**MARYLAND STATE BAR ASSOCIATION
COMMITTEE ON ETHICS OPINIONS
RETENTION OF CLIENT FILES
TABLE OF CONTENTS**

ARTICLES

"What to Save, What to Throw Away" <i>ABA Journal</i>	1 page
"A Record Retention Guide for Your Law Firm" <i>Accounting for Law Firms</i>	2 pages
"Electronic Records Management in a Small Office" <i>ABA GP Solo</i> , December 2008	4 pages
Law Firm Document Retention Policies <i>ABA Law Practice Today</i> , July 2004	5 pages
"Closing the Client's File" <i>Lawyer's USonline</i> , July, 2009	2 pages
Sample Law Firm Document Retention/Destruction Policy From Prolegia	7 pages
Closed File Checklist From the Michigan State Bar	1 page
Records Management/Document Retention Resources ABA Legal Technology Resource Center Website	

MSBA Ethics Opinions

ETHICS DOCKET 2005-01	pages 1-3
Retention of Client Files Where Law Firms Operated Exclusively as a Title Insurance Agency	
ETHICS DOCKET 2005-03	pages 4-5
Storing closed files in a paperless storage system	
ETHICS DOCKET 2004-02	pages 6-7
Disposition of closed or dormant files related to representation by legal services entity going out of business; protection of clients' interest in open cases where legal services entity is being closed	
ETHICS DOCKET 94-28	page 8
Retention of Closed Files	
ETHICS DOCKET 93-30	pages 9-10
Disposition of Client Files	
ETHICS DOCKET 85-77	page 11
Clients: Disposition of Files	
ETHICS DOCKET 89-58	pages 12-13
Attorney/Personal Representative's duty regarding files of Attorney/Decedent	