

- **Appendix B: File Stripping Example**

This appendix is **optional reading**, in that you are not expected to read this material to complete the test for this module.

This example suggests appropriate disposition of various items on closing a file:

Sub-File	Suggested Disposition
Notes, correspondence and e-mails (communications)	Keep
Pleadings	Put in the firm precedent file or destroy; consider retaining writ and statement of claim
Client documents	Give to the client
Opposing party documents	Give to the client
Case law	List and destroy
Assets (estates, family, commercial)	Give to the client
Liabilities (estates, family, commercial)	Give to the client
Drafts of agreements (commercial, family)	Keep as evidence of client instructions along with the final version
Medical evidence	Give to the client
Wage loss evidence	Give to the client
Research (non-legal information referred to at trials or hearings)	Put in the firm research files

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