# Example Document Retention Provision

Companion to [WSBA’s Law Firm Guide to Document Retention](https://wsbacms.wsba.org/docs/default-source/resources-services/practice-management-%28lomap%29/guide-to-best-practices-for-client-file-retention-and-management.pdf?sfvrsn=306a3df1_10)

*Your client engagement agreement should include some version of a document retention policy that informs the client about your document retention practices. For example:*

Document Retention Policy. The Firm’s policy is to retain copies of the client file related to this matter for [*describe retention period, e.g. seven (7) years*] from the date [*trigger event, for example, the date the final bill is issued and paid or the date a judgment is entered*].

The client file may be retained in hard copy or electronic form. The Client has a right to his or her file and an electronic copy will be provided upon request so long as it is made within the document retention period. Client agrees that the Firm will securely destroy the hard copy and electronic client file at the conclusion of the retention period unless the Client provides alternative instruction in writing before the end of the representation.

Any original documents produced or created in the course of this matter will be returned to Client immediately, or by the conclusion of the representation at the latest. The Firm does not retain original client documents past the duration of the Client matter.