

**PAPERLESS OFFICE AND CLIENT FILE RETENTION POLICY
THE LAW OFFICES OF JONATHAN A. VELEY, LLC**

While no law office is completely paperless, we treat paper files as a physical reminder that there's something we need to do for you, rather than as a monument for what we have already done. Since April, 2011 every paper document received by The Law Offices of Jonathan A. Veley, LLC has been converted to electronic form on intake, by scanning and saving in Portable Document Format (pdf) files readable in Adobe Reader or Acrobat. Technology changes constantly, and we may later change the manner or format in which we save this data or convert your data to that manner and/or format.

We do not create paper copies of documents we receive in electronic form unless necessary.

If this is your initial consultation and you do not sign a fee agreement today, any physical documents from our meeting which are left with us will be shredded as soon as you leave.

If you sign a fee agreement with us, we will keep your paper file only until we no longer represent you with respect to that matter. Before we shred your file, we will go through it and pull out any original documents which are necessary for you to retain in your possession. We will return those documents to you, and we will let you know your physical file is scheduled to be shredded. You will have one week after then to pick up your paper file if you want it; whatever is left here will be shredded using a secure shredding service.

We will make every effort to preserve an electronic (.pdf) version of your file for at least seven years after the date we last performed services for you, but we can't be responsible for data loss through fire, casualty or mechanical failures. As long as we have preserved an electronic copy of your file, you are welcome to an emailed copy of those portions of your file which are yours, provided that you appear at our office in person, establish your identity to us, and provide us with the email address to which these documents should be sent. You agree that we are not responsible for the security of any information transmitted in accordance with your request.

We do not use cloud-based storage at this time, for security purposes. If the day comes when we are completely confident in the security of client data stored in the cloud, or when it is no longer possible or feasible to store information locally, we reserve the right to migrate locally stored data in your file to the cloud.

By signing, you agree to the terms of our policy.

Name

Date _____