**Sample Fee Agreement Clause**

**RETENTION OF FILES SAMPLE NOTICE**

When [FIRM]’s services are concluded or terminated, [FIRM] will close our file regarding Client’s matter. Client may review and request additional copies of documents during the specified record retention period. Client may be charged a reasonable fee for search and reproduction of information contained within the file.

The file will be maintained in accordance with [FIRM]’s retention policy. [FIRM] will retain its file regarding your matter for a period of [YEARS] years. [FIRM] may, in its discretion, maintain its file electronically, without notice or disclosure to the client. At the conclusion of the stated retention period, the file may be confidentially destroyed.

\*Note: This document does not constitute legal advice and is not an ethics opinion.