
**4/71 A Disposing of clients' files upon closing
office**

In response to two inquiries concerning the disposal of clients' files upon the dissolution of a law partnership or the closing of a sole practitioner's office upon his retirement or death, there is an obligation for the attorneys or the personal representative of the estate in such instance to go through the active files and promptly notify the client of the conclusion of the partnership or law practice and indicate that the files will be available at a given location for them to reclaim, or request guidance from them as to the forwarding of the file to a new attorney. In the case of closed files, they should be examined to determine if there are documents or papers of value which should be returned to the client. State Bar Informal Opinion 1/63 has additional comments regarding the disposition of law office files. (4/6/71)