

KAPLIN STEWART MELOFF REITER & STEIN, P.C.
RECORDS RETENTION AND DESTRUCTION POLICY
NOTICE TO CLIENTS

At all times, all documents in the possession of Kaplin Stewart Meloff Reiter & Stein, P.C. (“**Firm**”) relating to your representation, including but not limited to those that exist in paper and electronic formats (collectively, “**Records**”) are subject to the Firm’s Records Retention and Destruction Policy (“**Policy**”). Strict compliance with this Policy is necessary to fulfill the Firm’s legal and ethical obligations and to ensure that Records relating to the client and the legal services we provide are maintained in confidence at all times during and for a specified time period after the engagement has concluded and activity on the matter has ceased. All Records pertaining to representation of the Firm’s clients are subject to this Policy.

At your request, at any time during the representation, you may access or receive copies of any Records in our possession relating to the legal services being provided to you, excluding certain firm business or accounting records. We reserve the right, however, to retain copies of any such Records.

The client is responsible to bear the cost of reproduction of the Records at the Firm’s cost.

For matters concluded on or before December 31, 2010:

The Firm will maintain all Records for a retention period of 12 years. You are encouraged to advise us immediately of any Records you would like to receive for matters concluded on or before December 31, 2010. You must notify us in writing prior to May 15, 2023, should you wish to receive Records for matters concluded on or before December 31, 2010. The Firm will commence destruction of all Records contained in matters concluded on or before December 31, 2010 on or after June 1, 2023.

Commencing January 2024, the Firm will commence destruction of all Records for matters concluded 12 years prior to the preceding December 31 pursuant to the Policy.

All remaining Records are subject to the terms of this Policy. Pursuant to the terms of this Policy, all unnecessary or extraneous Records, which the Firm will choose in its sole discretion, may be destroyed. **Any remaining Records, regardless of whether they are in paper or electronic format, will be placed in storage for 12 years from the date of termination of the client matter.** After this 12 year deadline, however, all such retained Records shall be destroyed, unless, excepted per the Policy.

For matters concluded on or after January 1, 2023:

Upon completion of the client’s legal matter, in which no further work is required to be performed on the client’s behalf, all original Records the client provided to us will be returned to the client. The client will have 30 days from the date of our notification to the client to advise us of any additional items the client would like to receive.

In legal matters that may become active at a later date, for example, leases that require amendments, land use matters, and the like, original client documents will be returned prior to the matter going to offsite storage.

We reserve the right to retain copies of any such items as necessary for our use at our cost. Any non-public information, Records or documents retained by the Firm and its employees will be kept confidential in accordance with the applicable rules of professional responsibility. Any items not requested within 30 days of the notification letter shall be subject to final disposition by the Firm, at its sole discretion.

The Firm will use best efforts to maintain confidentiality and security over all Records placed in storage. Please be advised that our Firm specifically disclaims any responsibility for claimed damages or liability arising from damage or destruction to such Records and documents, whether caused by accident, natural disasters, such as flood, fire, or wind damage, terrorist attacks, or the negligence of third-party providers engaged by our Firm to store and retrieve records.