

ATTACHMENT 4 – FILE HANDLING UPON COMPLETION

CITY OF PHOENIX OUTSIDE COUNSEL RECORDS RETENTION/RETURN PROCEDURES

GOVERNING STATUTE:

Within 60 days of the conclusion of the matter for which services were retained, and to further the purposes of ARS § 41-1346, COUNSEL will follow the procedures listed below.

CITY REQUIREMENTS:

A. City Contact – Counsel will contact the Law Department to obtain the following information

- Year and box number
- Review of Excel Index
- Month and year to be destroyed
- Completed transmittal form

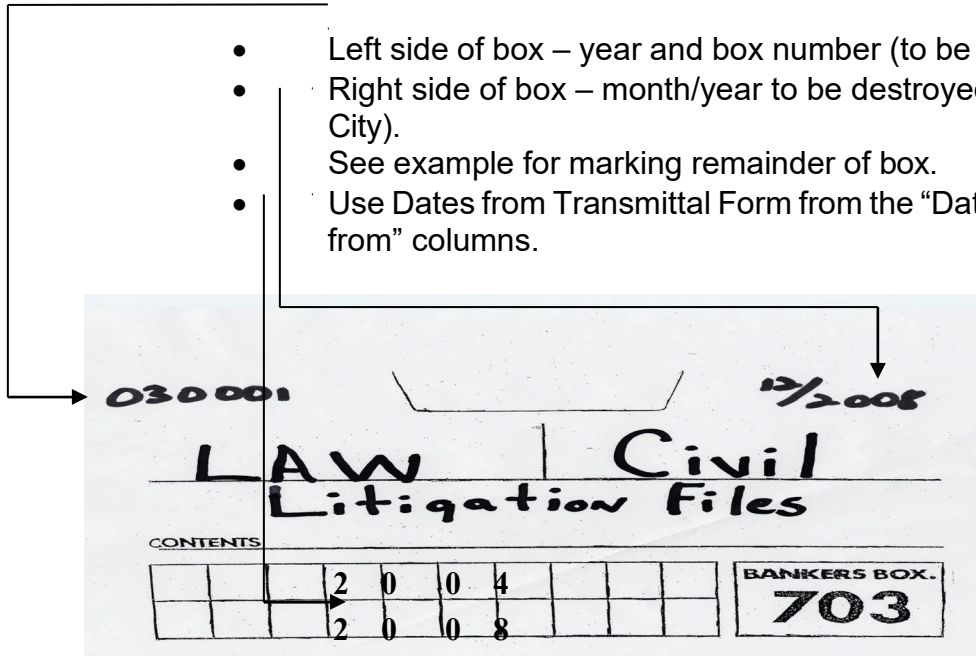
Note: Contact will be secretary for the attorney you have been working with on the cases you are archiving

B. Boxes - Contents

- Items must be boxed in bankers' boxes (#703 boxes preferred).
- Box size must be 10"H x 12" W x 15" D.
- All files should face the same direction/forward.
- No hanging files, notebooks, binder clips or binders in boxes.
- Highlight box number on paperwork before placing paperwork in boxes.
- Not necessary to seal the boxes, as they will be examined at Records Center.

C. Boxes – Outside labeling (See example below)

- Left side of box – year and box number (to be provided by City).
- Right side of box – month/year to be destroyed (to be provided by City).
- See example for marking remainder of box.
- Use Dates from Transmittal Form from the “Date of Records – To and from” columns.



D. Archive Index and Transmittal Forms (See examples below)

- City of Phoenix will forward blank index in Excel Format to Law Firm
- Law firm completes and returns an electronic copy of the index containing contents of each box being sent to the City.

BOX NO.	DATE ARCHIVED	YEARS TO RETAIN	ATTORNEY NAME (DO NOT ABBREVIATE)	TYPE OF CASE	CASE NO.	NAME OF CASE (DESCRIPTION OF BOX CONTENTS)
06-2222	05/07/06	5	Smith & Doe LLC John H. Doe	Litigation	CV2005-5555	Mary Lawsuit v. Bad Company, et al., pleadings, depositions, correspondence, attorney notes, legal research, trial exhibits, etc.

- City will fax approved “Records Transmittal Form” to law firm to be placed inside box along with index of box contents.

RECORDS CENTER TRANSMITTAL FORM
(SEE INSTRUCTIONS ON BACK)

Phoenix, Arizona
City Clerk Department
Records Management Division
262-6811

Records Center
1101 East Jefferson
261-8648

1. Department Law
Division Civil
Section Litigation

2. Preparer Smith & Doe Telephone 262-6761

3. Date 5/2/03

4. Alphabetic Numeric Chronological

5 Box Number	6 CENTER USE ONLY		7 RECORD NAME (As listed in Records Retention Schedule)	8 Confidential		9 Retention Schedule		10 Micro- filmed		11 Date of Records		12 Ret. in Years	13 Destroy Date
	Shelf	Location		Yes	No	Page	Item	Yes	No	From	To		
030001			Litigation Files		X	D96	3		X	1999	2003	5	5/08

14. Comment: _____

15. Records Control Officer Approval: _____ Phone No. _____ 16. Records Shipment Received by: _____ Date: _____
CALL RECORDS CENTER TO SCHEDULE SHIPMENT

White (or xerox) – Place in each box.
Yellow – Send to Records Center with shipment.
Pink – Retain for agency control file – Records Center will phone back location.

ONLY ONE BOX NUMBER PER LINE. NO DUPLICATE BOX NUMBERS. USE ONLY NUMBER 703 STORAGE BOXES.

**Date of
Records**

E. Records Center

- When boxes are completed **law firm will contact the Records Center at 602-261-8648 to arrange a date to have boxes delivered.** (Records Center is located at 2640 South 22nd Avenue, Phoenix.)

Please contact the City Attorney's Office, Gloria Torres at 602-534-1109, with any questions you may have regarding these procedures.