

**EVERSHEDS LLP ARCHIVING FORM**

Please provide one form per Matter.

When filling out this form, please type or use block capitals.

**PLEASE NOTE: If this form is incomplete or the matter files are not submitted in a condition which enables the Archiving teams to handle them, they may be returned to the Legal Adviser. It is extremely important that the information on this form is correct and suitable attention is given to packaging the matter files in an appropriate manner.**

**COMPLETE ALL SECTIONS**

Client 145634      Client      General Medical Council  
 No:                      Name:  
 Matter 25              Matter      Barton  
 No:                      Description:  
 Billing Time Keeper:                      JonesPW  
 Contact Name and Ext No:  
 Additional Information:

**SERVICE REQUIRED (tick one)**

OPTION 1:    CLOSED MATTER SUBMITTED FOR ARCHIVING (This is box \_\_\_ of \_\_\_)

OPTION 2:    OPEN MATTER SUBMITTED FOR SAFE KEEPING (This is box \_\_\_ of \_\_\_)

For Option 1: Please attach a copy of the appropriate Automatic Closing Report from Elite

**CERTIFICATE**

This File has been checked carefully for original Title Deeds, Probates, Agreements and other documentation which ought to be preserved separately. Please submit these for safekeeping using the Deeds Storage procedure.

SIGNATURE: DATE:

Code A

17-01-2007

(Legal  
 Adviser)

PRINT  
 NAME:

DEPARTMENT:

**CLOSED MATTER RETENTION PERIOD**

Unless the Matter falls within one of the exceptions set out below, the File will be held in storage for a period of **10 years** from the date of closure. Upon expiry of this period the File will be destroyed without further review.

Please              10                                      years

Indicate  
 Chosen  
 Retention  
 Period

Record Type: **File - Standard**

**FOR ARCHIVING USE ONLY**

DATE CLOSED: DESTRUCTION DATE:

DATE                      MATTER LOCATION REF:

STORED:

ARCHIVED      BOX LOCATION REF:

BY:

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 BY:

**GENERAL MEDICAL COUNCIL****DR BARTON 00492.15579**

SLE/TET

*Box 23*

1. Folder marked BJC/91 paper and microfilm records of Alfred Lee. ✓
  2. BJC/4 medical records of Edith Orbry folder 3 of 3. ✓
  3. Paper and microfilm medical records of Alan Hobday. ✓
  4. BJC/44 Elizabeth Rogers paper and microfilm medical records. ✓
  5. JR/2 Elizabeth Rogers paper medical records. ✓
  6. BJC/60 Dorothy Stamford paper medical records. ✓
- 

# Bulk Storage Form

<b>Secretary's Name:</b> <u>Code A</u>	<b>Secretary's Room No:</b> <u>PH03</u>
<b>Partner's Name:</b> <u>SLE</u>	<b>Date sent to Archives:</b> <u>07/05/08</u>

<b>Box Number:</b>	<b>X-Range – From:</b>	<b>To:</b>
--------------------	------------------------	------------

<b>Client &amp; Matter Number:</b>	<b>Client Name:</b>	<b>Client Matter Details:</b> (and any other information required for identification in the future)	<b>File Review or Destruction Date:</b>	<b>X Number:</b> (to be completed by File Room)
00492.15579	General Medical Council	Dr Barton – Box 23		
		Folder marked BJC/91 paper and microfilm records of Alfred Lee		
		BJC/4 medical records of Edith Orbry folder 3 of 3		
		Paper and microfilm medical records of Alan Hobday		
		BJC/44 Elizabeth Rogers paper and microfilm medical records.		
		JR/2 Elizabeth Rogers paper medical records		
		BJC/60 Dorothy Stamford paper medical records.		

(TAB THROUGH TO ADD MORE ROWS TO THE TABLE IF REQUIRED, DELETE SURPLUS ROWS)

<b>ARCHIVES ONLY - Form completed on:</b>	<b>By:</b>
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