

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 DEPARTMENT:
NAME:

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:

GENERAL MEDICAL COUNCIL**DR BARTON 00492.15579**

SLE/TET

Box 16

1. Paula Brown medical records on microfilm.
2. Hampshire constabulary folder marked BJC/49 Dorothy Vince.
3. Folder marked BJC/44 Elizabeth Rogers paper medical records part 2 of 2. ✓
4. Folder marked BJC/51 Walter Wellstead paper medical records. ✓
5. Elizabeth Rogers folder 1 of 2 paper medical records. ✓

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Client No: 145634	Client Name:	General Medical Council
Matter No: 25	Matter Description:	Barton
Billing Time Keeper:		JonesPW
Contact Name and Ext No:		
Additional Information:		
SERVICE REQUIRED (tick one)		
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(Legal Adviser)		
PRINT NAME:	DEPARTMENT:	
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Record Type: File - Standard		
FOR ARCHIVING USE ONLY		
DATE CLOSED: DESTRUCTION DATE:		
DATE STORED:	MATTER LOCATION REF:	
ARCHIVED BY:	BOX LOCATION REF:	

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 Additional Information:

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DATE CLOSED: DESTRUCTION DATE:
 DATE STORED: MATTER LOCATION REF:
 ARCHIVED BY: BOX LOCATION REF:

Bulk Storage Form

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

Box Number:	X-Range – From:	To:
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Client & Matter Number:	Client Name:	Client Matter Details: (and any other information required for identification in the future)	File Review or Destruction Date:	X Number: (to be completed by File Room)
00492.15579	General Medical Council	Dr Barton – Box 16		
		Paula Brown medical records on microfilm.		
		Hampshire Constabulary folder marked BJC/49 Dorothy Vince.		
		Folder marked BJC/44 Elizabeth Rogers paper medical records part 2 of 2.		
		Folder marked BJC/51 Walter Wellstead paper medical records.		
		Elizabeth Rogers folder 1 of 2 paper medical records.		

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

ARCHIVES ONLY - Form completed on:	By:
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Partner's Name: <u>SLE</u>	Date sent to Archives: <u>07/05/08</u>

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