

Bulk Storage Form

Secretary's Name:	Code A	Secretary's Room No:	<u>Manchester office</u>
Partner's Name:	<u>Sarah Ellson/TET</u>	Date sent to Archives:	<u>29.02.08</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	GMC:-	Dr Jane Barton:-		
		Medical records in paper files of Katherine Lee, Harry Hadley, Code A Stanley Carby, Alan Hobday, Code A Sidney Chivers, Victor Abbot, Edna Purnell, Charles Hall, Charles Batty		

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

ARCHIVES ONLY - Form completed on:	By:
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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 No: 145634	Client Name:	General Medical Council
Matter No: 25	Matter Description:	Barton
Billing Time Keeper:		Code A
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 07 - 02 - 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 Indicate Chosen Retention Period	10	years
Record Type: File - Standard		
FOR ARCHIVING USE ONLY		
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