

Paper paper everywhere
All the floor boards they did creak
Paper paper everywhere
My problem seems quite bleak
(sorry Samuel)

FREE THE ALBATROSS

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- ▶ To answer to claims, a.k.a. fear
- ▶ We lack time to cull, destroy, return docs...
- ▶ Service for clients
- ▶ Avoidance of costs of proper destruction
- ▶ Unclear what to do
- ▶ Some of us just love history

EXCUSES WE MAKE TO OURSELVES



- ▶ Privacy (ethical and legal issues)
- ▶ Cramps office
- ▶ Cost of storage
- ▶ Health & safety (damp, rodents, fire, etc)
- ▶ Treadmill: how to exit practice 😊

Shred and shred
don't sink like lead



- ▶ Custodianships, receiverships & abandonments
- ▶ “You (seriously) want me to take your old files(?)”
- ▶ Foundation documents
- ▶ Things we can't return and can't destroy

SHOULD MY PROBLEM BE YOUR PROBLEM ?

& vice versa

- ▶ You *can* create a destruction policy & follow it
- ▶ You *can* prepare and reduce now and as you go
- ▶ You *must* now have a written succession plan, in which hopefully another lawyer agrees to clean up after your practice

Or...

- ▶ You can just leave it for your family/executor to suffer through
- ▶ Your colleagues (perhaps collectively as NSBS) will just have to deal with it

TAKING RESPONSIBILITY

Nightmares in basements & sheds

How do we:

- ▶ Identify?
- ▶ Convince?
- ▶ Help?

PROACTIVE



- ▶ Can work well going forward
- ▶ Can help manage documents
- ▶ Often too expensive for old files at \$250-\$400/box
- ▶ Works well for foundation documents
- ▶ What other things should be scanned?
- ▶ Student project?

SCANNING

- ▶ Ultimate outcome: paper files must eventually be shredded
- ▶ Buying service in bulk?
- ▶ Making service convenient?
- ▶ What would induce lawyers to do it?

SHREDDING

A decorative graphic consisting of several parallel white lines of varying lengths, slanted diagonally from the bottom right towards the top right, set against a blue gradient background.

- ▶ Keep only what you reasonably need
- ▶ Keep it in decent condition
- ▶ Organize it for ease of destruction: box by shredding date
- ▶ Bulk buying?

STORE SMARTER

A decorative graphic consisting of several parallel white lines of varying lengths, slanted upwards from left to right, located in the bottom right corner of the slide.

- ▶ Life insurance to clean up your practice
- ▶ Works best in a firm
- ▶ Cheaper when young
- ▶ Younger lawyers might be more apt to scan= less need

INSURANCE

- No magic bullet: can't replace your judgement
- Make a policy then stick to the policy
- Commercial reasonableness
- 15 years covers most limitation periods and circumstances
- Practice standard possibly on the way
- Destruction policy template(s) could follow

CLEARER GUIDANCE

1. Practice standard for retention/destruction
2. Template of a destruction policy
3. Info about limitations etc. ie why 15 yrs
4. Knowing insurer will still cover if properly destroyed
5. NSBS-organized shredding truck @ discount fee to you
6. Mandatory succession plan, with what in it?
7. Eventually charging \$ to lawyers who don't deal with paper problems before retirement
8. (Requiring?) scanning everything
9. Student scanning project: -to what extent?
-organized and funded by...?
10. Shared storage facilities (you pay bulk rate) in which you deposit boxes labelled by date of destruction

WHAT WOULD GET YOU SHREDDING?