

**Records Retention Policy**  
**Law Office of Ermel R. Luckett, Jr.**  
**24 North High Street, Columbus, OH 43215**

In order to comply with legal and regulatory requirements, The Law Office of Ermel R. Luckett, Jr. has established a Document Retention Policy. This policy outlines the guidelines for the creation, storage, and disposal of client files and documents.

Key Points of the Document Retention Policy:

**Retention Periods:** Documents will be retained for a **seven-year (7) period**, either in paper or electronic form depending on the type and nature. This ensures compliance with legal, regulatory, and business requirements.

**Client Access:** The client will have access to or receive of a copy of the entire file at their request at any time during the retention period.

**Storage and Access:** Documents will be stored in secure locations with restricted access. Only authorized personnel will have access to sensitive or confidential information.

**Disposal Procedures:** When documents reach the end of their retention period, they will be disposed of securely. Shredding or other secure methods will be employed to prevent unauthorized access.

Please familiarize yourself with this Document Retention Policy. Client files will be available in the archives of the Law Office of Ermel R. Luckett, Jr. or in storage at 24 North High Street, Columbus, Ohio 43215. If you have any questions or concerns, don't hesitate to contact Ermel R. Luckett, Jr. either directly or via email at [eluckett@luckett-law.com](mailto:eluckett@luckett-law.com).

Your cooperation in adhering to this policy is crucial for the effective and compliant management of company documents.

Thank you for your attention to this matter.

Best regards,

Ermel R. Luckett, Jr., Attorney at Law/Owner