



Tailored archiving solutions for law firms

SECURE

PRIVATE

CONVENIENT

CONFIDENTIAL

COST EFFECTIVE



RETRIEVE FILES, NOT BOXES!

Dealing with archived files has always been a nuisance for law firms.

The task of managing completed files is often not done correctly and to do it properly costs time and money that comes directly out of profit.

As lawyers, you are required by law to retain records for a minimum of seven years and then, if authorised, to destroy them securely. You also have the additional obligation to maintain the absolute confidentiality and privacy of file contents.

The cost of archiving is an out-of-pocket expense, so **why not treat it as an ordinary disbursement** and manage all your archived files conveniently and professionally?

FileMan's archiving service has been specifically designed to allow you to do this and it **integrates directly into LEAP Office.**

The FileMan archiving service works the following way:-

1. For files that are already closed and archived we'll simply charge you a low monthly storage fee until these archives can be destroyed. We can perform a free relocation from any metropolitan address and as part of our audit process we'll barcode and image the cover sheet of all your closed files for free.
2. For all new files you are charged a single fee that covers secure storage of the file for seven years and, subject to your approval, secure destruction at the end.

This allows you to easily charge the archiving cost as a disbursement rather than continuing to pay these costs out of your own pocket.

LEAP Office will automatically apply the cost recovery to the correct matter so you never forget to bill your client.

3. Using our archiving service is very simple. All you need to do is place your closed files in our collection container which is collected and exchanged every month on an agreed schedule. Each file we receive is catalogued using your file number on our secure client website, linked to the matter in LEAP Office and individually barcoded and archived within our secure warehouse.
4. When you need to retrieve a file you simply request that the file be returned to you through our secure client website or through the matter in LEAP Office. Rather than sending the whole box of files back we'll simply send the requested file back to your firm for a low fee through either our DX or Courier service.
5. One month before the seven year retention period has ended you will be notified to authorise destruction of the client file. At your discretion you can confirm destruction or continue to retain the file on a year to year basis.



**Move to an archiving system you can have confidence in
and eliminate the cost of archiving in your firm today!**

CONVERT A COST INTO A LEGITIMATE DISBURSEMENT!

A sample addition to the disbursement section of your costs disclosure document could be as follows:-



"Archiving fees and charges will be charged to you at the cost to us of engaging FileMan Records Management to retain your completed file for a minimum of seven years and unless otherwise stated by you, secure destruction of your client file at the end of that statutory seven year retention period."



A sample addition to your tax invoice between you and your clients could be as follows:-



"Cost of secure storage of your file for seven years as required by law and secure destruction."



As FileMan only charges a single low fee per file, your client is not likely to find the charge excessive once they understand your costs in managing completed files.

Remember, it's not just the cost of storage you presently have, its:-

1. The cost of archive boxes
2. Staff time in managing the archive process
3. Expensive retrieval costs
4. Call out fees for collection of files
5. Destruction costs, plus the effort of managing it
6. Time wasted looking for misplaced files
7. Risk of files becoming lost or damaged
8. Valuable office space which is lost from storing files in your premises

All files are stored within our secure facilities which include CCTV, Access Control Systems, Long and Short Range Motion Sensor Alarms, Perimeter Fencing and Fire Suppression Systems.

By using FileMan you:-

- Save management and support staff time;
- Have a file archiving system you can have confidence in;
- Reduce the risks associated with having important and confidential information unsecured and cluttering the office;
- Ensure compliance when the matter ends;
- Eliminate an overhead cost.



If you are interested in finding out more about FileMan please call toll free on **1800 820 061** or go to **www.fileman.com.au**



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