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Sample Document Retention and Destruction Policy

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LOD (Letter of Destruction) for ActivePDF

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Document Destruction Notice Sample Letter

Return or Destruction of Confidential Information. Confidential Information gained, received or developed by Employee or in which Employee participated in developing will remain the exclusive property of the Company, in its sole discretion. Employee will promptly return to the Company or destroy or erase all records, books, documents or any other materials whatsoever (including all copies ...

Return or Destruction of Confidential Information Sample ...

SAMPLE CLIENT CONTACT LETTER: AUTHORIZATION TO RETURN/DESTROY FILES . Dear [Client Name]: Under the firm 's document retention policy, we normally destroy files [X] years after a matter is closed, unless other arrangements are requested by, and arranged with, you.

SAMPLE CLIENT CONTACT LETTER: AUTHORIZATION TO RETURN ...

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The document provides a simple template that enables a tenant to give the necessary notice, request the deposit be repaid by preferred method, and to resolve outstanding issues such as vacation. Please note that if the lease to be ended contains a provision requiring a notice period it may be necessary to comply with this period unless the landlord allows otherwise .

Tenant's Letter Giving Notice to End Tenancy - Template

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