Update SharePoint to indicate "Transfer to Client"

Box RMS based report "Offsite Box Dataset"

Filter report to return only applicable client/matter numbers.

Request resulting boxes on RMS with designated (ID) attorney code.

Run Activity History on RMS to locate boxes to transfer, and format as needed.

Begin Box Intake process using report.

Send boxes out. Email client copy of TAL/index.

As soon as boxes are requested, check out folders to designated (ID).

Check client status on SharePoint

Place colored tabs on folders corresponding with box intake report.

Check each folder into the box on RMS and check for box back in.

Send boxes out. Email client copy of TAL/index.

Coordinate to send boxes back to Offsite Storage.

Remove firm administrative materials from folder and securely destroy them.

Create index & transfer acknowledgment letter.

Consolidate boxes trying to sort out folders matching matter close date (e.g. blue tabs together).

Place colored tabs on folders corresponding with box intake report.

As soon as files are removed, check out folders to designated (ID).

Check Matter close data.

Phase 1: Label as Purple Tab.

Phase 2: Label as "keep to side" (if authorization to destroy, label as "Red Tab")

Phase 3: Label as "Red Tab"

Phase 4: Label as "Pick Out"

Completed Label as "Green Tab"

Filter report to return only applicable client/matter numbers.

Label as yellow tab.

Check client status on SharePoint

Label as blue tab.

Filter report to return only applicable client/matter numbers.

Label as yellow tab.

Check client status on SharePoint

Label as blue tab.

Check client status on SharePoint

协调将箱子送回离线存储。

once all client-requested folders have been picked out, label as needed.

NOTE: This workflow is a sample document to assist with your own program planning and does not constitute legal advice. You should engage with your appropriate stakeholders to develop a workflow that is meaningful and appropriate to your organization.
Receive destruction authorization

Move client to phase 2 on SharePoint; set appropriate authorization decision/date

Identify client number on PDL verification module on SharePoint

Generate offsite RMS box dataset.
Download as CSV (comma delimited)

Filter RMS box dataset for identified client number

Destruction authorization: Destroy as per Firm or Destroy as per Client

Filter RMS box dataset to include originals & corporate kits
Filter RMS box dataset to exclude originals & corporate kits

Set additional filters:
Column C "Total No. of Clients" = 1
Column E "calcHasAllEligibleMatters" = Yes
Column F "calcFullBox" = Yes
Column B "Box Location" only contains "OFFSITE STORAGE - NY" or "OFFSITE STORAGE - NJ"

Create PDL Spreadsheet for relevant office

Copy and paste boxes from column A "Box" in LegalKey box dataset spreadsheet into PDL spreadsheet.
Remove Duplicates
Fill in client number and destruction authorization
Repeat process until PDL contains about 300 boxes or 10 clients
Send completed PDL for review

All clients and boxes on PDL are Eligible for destruction

Remove client and/or boxes from PDL and replace them to meet PDL parameters
Send Final PDL for review

Send Final PDL to IG Operations Manager to be submitted to Offsite Storage provider

Check that all boxes on PDL are at Offsite Storage Provider

Submit PDL to Offsite Storage Provider and Update SharePoint

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