



Legal Records at Risk: questionnaire for law firms

1. Your Firm details	
Name	
UK address	
Head office outside UK (if applicable)	
Email	
Telephone	
Legal speciality	
2. Your Records	
Who is responsible for managing your records?	
Do you have a retention/disposal policy for your records?	
What % (roughly) are paper records?	
What % (roughly) are born-digital records?	
Do you keep born- digital records in electronic format or print some to paper?	
3. Paper records storage	
On-site in offices (current records)	
In-house records store (non-current records)	
3 rd party records store (non-current records)	
4. Digital records storage	
Document management system (current records)	
Sharepoint/shared drives/email (current records)	
On premise lower-tier storage (non-current records)	
Cloud storage (non-current records)	
5. Archival storage (paper records of permanent historical value)	
In-house archives	
Deposited with a 3 rd party archives repository (give name of repository)	
List/inventory sent to The National Archives?	
No paper archives have survived	
6. Archival storage (born-digital or scanned records of permanent historical value)	
In-house digital archive	
3 rd party digital archive	
List/inventory sent to The National Archives	
No plans for a digital archive	

7. Help and advice: do you need/would you like to receive	
Advice on managing paper records?	
Advice on managing born-digital records eg:	
<ul style="list-style-type: none"> • Managing emails? 	
<ul style="list-style-type: none"> • Managing documents in shared drives? 	
<ul style="list-style-type: none"> • Managing documents in SharePoint? 	
<ul style="list-style-type: none"> • Managing information in document management systems? 	
Advice on digital continuity?	
Practical help with records surveys?	
Practical help with listing records?	
Practical help with drafting a records retention/disposal schedule?	
Advice on potential future value of your records for professional/ academic legal research?	
Advice on potential archive repositories for your historical records (paper and digital)?	

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