

ALA Law Firm Management Essentials

Operations Management

Find your current records management plan. Check for the following elements. Include them if you are building a new plan.

Records Management Plan Elements

Discovery

- Document Management System
- Records Management System
- Knowledge Management System



Protection

- Ethical Walls
- Inventory Audit
- Litigation Holds
- Protective Orders

Destruction

- Policy/Schedule
- Shredding Vendor
- Certification of Destruction
- Plans for Engagement Letters
- Plans for E-Discovery