



February 1, 2016

Town of Allenstown
16 School Street
Allenstown NH 03275

Re: disposition of member legal files

Dear NHMA Member:

One of the services member municipalities receive from NHMA is the ability to obtain legal advice from the NHMA Legal Advisory Service. NHMA attorneys are available to answer legal inquiries and provide general legal assistance by email, letter, and telephone to elected and appointed officials from member municipalities. Engaging NHMA's Legal Advisory Service creates a confidential attorney-client relationship with your town/city which is governed by the New Hampshire Rules of Professional Conduct.

NHMA maintains records of these legal inquiries, including physical files containing copies of emails and correspondence, as well as any documents submitted and the legal advice provided. NHMA also maintains an electronic data base where the content of all inquiries and replies are recorded. These records are confidential due to the attorney-client privilege.

Under the New Hampshire Rules of Professional Conduct, attorneys are required to retain client files for at least 6 (six) years. After that period of time, an attorney can either return client files to the client, if the client so requests, or the attorney may discard those files.

The purpose of this letter is to advise you that NHMA plans to destroy all client files that are older than January 2010. If you would like us to return the information in your municipality's client file, we will honor that request and make those documents available to you for pick up or by mail. You may make that request by letter, email (legalinquiries@nhmunicipal.org) or by telephone (800-852-3358, ext. 3408 or 603-224-7447, ext. 3408).

IF WE DO NOT RECEIVE A COMMUNICATION FROM YOUR MUNICIPALITY THAT YOU WISH TO HAVE ALL CLIENT FILES OLDER THAN JANUARY 2010 RETURNED TO YOU, THEN THOSE FILES MAY BE DESTROYED ON OR AFTER MAY 1, 2016.

If you have any questions about this client file retention policy please contact Stephen Buckley, Legal Services Counsel, or Judy Silva, Executive Director, at the number or email above.

Very Truly Yours,

Stephen C. Buckley
Legal Services Counsel

Judy A. Silva
Executive Director