Date: [Insert Date]

To: [Records Management Department / Storage Facility Name]
From: [Managing Partner / Authorized Officer Name]
Subject: Letter of Instruction: Routine Annual Destruction of Expired Client Files

Dear [Contact Name or Department],

Pursuant to the firm's Data Retention and Disposal Policy, this letter serves as formal authorization to proceed with the routine annual destruction of expired client files for the current calendar year.

The files designated for destruction have met the mandatory retention period of [Number] years and are no longer required for legal, regulatory, or administrative purposes. Please process the files listed in the attached schedule for immediate disposal.

Destruction Requirements:

- All physical documents must be destroyed via secure cross-cut shredding or incineration.
- All associated digital media (disks, drives, etc.) must be physically destroyed or wiped using industry-standard sanitization methods.
- Confidentiality must be maintained throughout the entire disposal process.

Upon completion of this task, please provide a formal **Certificate of Destruction**. This certificate should include the date of destruction, the method used, and a reference to the attached file inventory.

If you have any questions regarding specific files on the list, please contact [Contact Person Name] at [Phone Number/Email] before proceeding.

Sincerely,

[Signature]
[Full Name]
[Title]
[Company Name]

Attachment: Inventory List of Files for Destruction (Year: [Year])