

# Data retention

**Here is the cardinal rule:** Our bread and butter is manipulating data, and all data associated with the firm must be retained on the firm's servers and backup servers.

This rule exists to give lawyers peace of mind. When data can be found on our servers, lawyers know that tasks are being completed and that client information is properly stored.

Data retention on the firm's servers is also required as part of disaster planning. The firm has an elaborate system of backups

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