

File destruction register (paper backup)

Dossierly already stores an encrypted destruction register under **Settings** → **Security**. Use this sheet if you also need a paper or offline College audit copy.

Firm: _____

Client name (or file ID)	Service summary	File closed	Destroyed on	Destroyed by (admin)	Method	Notes (no extra PI)
					Yuzu “Destroy file”	

Default product rule: destroy only after **closed_at + 6 years** (retain_until), unless another legal rule requires earlier action. After purposes are fulfilled, Québec Law 25 expects destruction or anonymization.

Backups and emails may outlive the in-app destroy until they expire. See the Privacy Policy and DPA.