

TABLE 51-5
LEGAL ASSISTANCE

ITEM #

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	Then
①	1 Dual Representation Letter			Destroy 1 year after date the client endorses the letter. AUTH:
②	2 Notary Logs of Military Notaries	Includes signers name, signature, type document, date, and location		Destroy last duty station 2 years after the military notary completes service. (See Notes 1,2 and 3) AUTH:
③	3 Notary Logs of Civilian Notaries			Dispose of in accordance with appropriate state law. (See Notes 4 and 5) AUTH:
④	4 Non-JA Notaries Appointment Letters at Geographically Separate Units	Appointment letters	GCM SJA	Destroy 2 years after the end of the notary's assignment. AUTH:
⑤	5 DD Form 2793, Volunteer Agreement for Appropriated Activities or Nonappropriated Fund Instrumentalities	Volunteer services agreement and volunteer confidentiality agreement		Destroy 3 years after the volunteer relationship has terminated. AUTH:
⑥	6 DD Form 1175, Legal Assistance Record	Temporary record of legal assistance in the absence of WeBLIONS		Destroy when information is entered in WeBLIONS. AUTH:
⑦	7 Personal Legal Readiness Briefings Report at Bases	Report of percentage of personnel contacted and briefed on preparing personal and family legal affairs for deployment		Destroy after 3 years. AUTH:

NOTES:

1. Military notaries take their logs with them when they PCS
2. Non-JA military notaries provide the logs to the servicing base SJA.
3. On separation or retirement, military notaries leave the notary log at the last duty station.
4. Civilian notaries must follow the relevant state law regarding disposition of notary logs. If state is silent, civilian notaries moving to a new position or location in federal civil service take their notary logs with them.
5. ~~Retiring civilian employee notaries and those leaving government will leave their notary logs at their last office of employment.~~

*CMC
6 Nov 03*

Change to read: "RETIRING CIVILIAN EMPLOYEE NOTARIES AND THOSE LEAVING GOVERNMENT WILL LEAVE THEIR NOTARY LOGS AT THEIR LAST OFFICE OF EMPLOYMENT. IF NO STATE LAW AUTHORIZES THE DISPOSITION OF THE LOGS OF THESE NOTARIES, THE DISPOSAL AUTHORITY IN RULE 2 WILL APPLY."

- See the attached 6 Nov 03 email, "Re: Question Regarding proposed Table 51-5, Legal Assistance"