



## Diane Longobardi Fauvel

Records and Information Manager

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### Overview

Diane has served in various administrative support roles throughout her career at Mirick. Her administrative background, institutional knowledge, and ability to simplify the complex makes her a go-to resource across the firm.

As Mirick's Records and Information Manager, Diane keeps up with industry trends and leads initiatives to drive change, to promote and assure compliance with protocols, and to accelerate electronic recordkeeping practices. She is responsible for centralizing the firm's client and administrative records and the development and implementation of the firm's records retention and destruction policies and procedures. Diane assists with onboarding new attorneys and their clients, matter disengagement, matter mobility, and project organization.

Diane and her team focus on best practices for effective recordkeeping and case management, ensuring compliance with regulatory requirements and the rules of professional conduct for standard operating procedures for active and closed files. They also work closely with attorneys and legal support specialists on large projects involving scanning, tagging, and preparation for court.

### Affiliations

- Association of Legal Administrators
- ARMA International

#### Raphael Escoto

Records and Information  
Specialist

📞 508.860.1404

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#### John St. Helaire

Records and Information  
Specialist

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### Education

Becker College, BS, Business  
Administration, Management

Becker College, Associates  
Degree, Paralegal Studies