

Business Contracts



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<<Company>> Formal Hold Investigation Form

<<CurrentDate>>

Records Custodians Name: << Insert name of record keeper >>

Legal Hold Team Representative: << Insert name of representative >>

Case ID Number: <<Reference>>

Request for Legal Hold Information:

<< Provide the details of the case and instructions to list and identify content. >>

<< Use this form to document the articles that need to be preserved as part of the litigation hold.
>>

DEMO CONTRACT

This demo contract has been truncated to only show part of the first page. The complete editable version of this document is available in the Contract Pack template collections <http://www.proposalkit.com/htm/legal-contract-templates/records-management/formal-record-hold-investigation-form.htm>

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S A M P L E

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