

# Business Contracts



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## <<Company>> Release of Legal Hold Notice Form

<<CurrentDate>>

Records Custodian's Name or Department: << Insert name of record keeper >>

Case ID Number: <<Reference>>

### **Release of a Legal Hold**

This is to provide notification to the records owners/departments of the release of data and <<Company>> will resume normal retention and destruction processes. If records were scheduled for destruction during the litigation hold period the records department will proceed with the destruction process outlined in the Records Program Policies and Procedures.

<< List of records that were under legal hold for specified owner or

# 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/release-of-legal-hold-notice-form.htm>

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# S A M P L E

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