



# PROPOSAL KIT SAMPLE

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## 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. >>

Data Owners Name	Content Description	Data Collection Site (file share, mailbox, backup, workstation, smart phone, etc.)	Data Custodian's - Network and or Physical Location (mapped drive, file cabinet)	Preserve Article? (y/n)	Preservation method (Filled in by Litigation Response Team)

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