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Form Litigation Hold Notice Form

<<CurrentDate>>

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

Name of Requestor: << Insert name of person requesting record hold >>

Case ID Number: <<Reference>>

Detailed Legal Hold Information:

<< Provide the details of the case and instructions to implement the Hold Notice Procedure >>

- ◆ << List the nature and specifics of the complaint or threat >>
- ◆ << Identify the party making the claim >>

Notice of intent to investigate:

- ◆ Local workstation - Laptop and/or department computer
- ◆ Personal share or personal folders on servers
- ◆ Home computer or smart phones
- ◆ Email journals, backups, and archives
- ◆ Removable storage media
- ◆ Physical department files on and off site

Use the **Formal Hold Investigation Form** to list all relevant

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