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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 department >>

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)

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