

DATE: [Insert Date]

TO: [Insert Name of Department/Individual]

FROM: [Insert Name/Legal Department]

SUBJECT: POST-APPEAL DOCUMENT RETENTION DIRECTIVE

RE: [Insert Case Name/Reference Number]

Dear [Insert Name],

This letter serves as formal notification regarding the retention of documents and data related to the above-referenced matter. As the appeal process has reached a final conclusion and all judicial remedies have been exhausted, the formal Legal Hold previously issued on [Insert Date of Original Hold] is hereby modified.

Please adhere to the following directives regarding the records associated with this case:

- **Final Case File:** The primary legal file, including court transcripts, final orders, and signed settlements, must be transferred to [Insert Department Name] for permanent archiving.
- **Redundant Materials:** You are authorized to destroy duplicate copies, drafts, and non-essential working files, provided they are not subject to other ongoing legal holds or statutory retention requirements.
- **Electronic Data:** Any temporary storage folders or "active" email archives created specifically for this litigation may now be decommissioned in accordance with the company's standard records management policy.
- **Statutory Requirements:** Ensure that all documents are retained for a minimum of [Insert Number] years from the date of the final judgment to satisfy regulatory and tax compliance requirements.

Before destroying any records, please cross-reference your files against the [Insert Company Name] Master Retention Schedule to ensure no other preservation obligations apply.

If you have any questions regarding which specific documents should be retained or destroyed, please contact the Legal Department at [Insert Contact Information].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]