

**DATE:** [Date]

**TO:** [Name of IT Manager / Custodian of Records]

**FROM:** [Name of Legal Counsel / Compliance Officer]

**RE:** LEGAL HOLD NOTICE - Preservation of Electronically Stored Information (ESI)

## **1. PURPOSE**

This directive is issued in response to a subpoena received regarding [Case Name/Matter Reference]. You are hereby instructed to preserve all Electronically Stored Information (ESI) and paper records that may be relevant to this matter. This "Legal Hold" is effective immediately.

## **2. SCOPE OF PRESERVATION**

You must take all necessary steps to prevent the deletion, destruction, alteration, or overwriting of data related to the following individuals/topics:

- **Relevant Custodians:** [List Names of Individuals]
- **Relevant Time Period:** [Start Date] to [End Date/Present]
- **Subject Matter:** [Brief Description of the Legal Issue/Subpoena Subject]

## **3. TYPES OF DATA TO BE PRESERVED**

The duty to preserve extends to all digital formats, including but not limited to:

- Emails and attachments (including archived and deleted items).
- Word processing documents, spreadsheets, and presentations.
- Text messages, instant messages, and collaboration tool data (e.g., Slack, Teams).
- Databases and proprietary software records.
- Network logs, metadata, and backup tapes.
- Voicemails and audio/video recordings.

## **4. SUSPENSION OF DESTRUCTION POLICIES**

You are directed to immediately suspend all automated data destruction, "auto-delete" functions, or routine document retention/recycling policies that might affect the records described above. Do not defragment or wipe drives associated with the relevant custodians.

## **5. DURATION**

This preservation directive remains in effect until you receive written notice from the Legal Department explicitly releasing the hold. Failure to comply may result in severe legal sanctions against the organization.

## 6. ACKNOWLEDGMENT

Please acknowledge receipt of this notice by signing below and returning a copy to [Contact Name] by [Date].

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Recipient Signature

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Date