

DATE: [Insert Date]

TO: [IT Infrastructure Team / Cloud Operations Department]

FROM: [Legal Department / Management]

SUBJECT: LEGAL HOLD: INTERNAL IT CLOUD INFRASTRUCTURE PRESERVATION DIRECTIVE

1. PURPOSE

This directive establishes a legal hold on specific cloud infrastructure and data environments. You are hereby instructed to suspend all routine data deletion, automated cleanup scripts, and decommissioning activities for the assets identified below.

2. SCOPE OF PRESERVATION

The following cloud resources and associated metadata must be preserved in their current state:

- **Cloud Providers:** [e.g., AWS, Azure, GCP]
- **Account IDs / Subscriptions:** [Insert ID numbers]
- **Specific Resources:** [e.g., Virtual Machine Snapshots, S3 Buckets, Database Backups, Log Analytics Workspaces]
- **Date Range:** Records from [Start Date] to [End Date/Present]

3. REQUIRED ACTIONS

Effective immediately, the IT Infrastructure team must:

- Disable "Auto-Delete" or "Lifecycle Management" policies on relevant storage containers.
- Suspend any scheduled purging of system, access, or audit logs.
- Cancel any pending decommissioning or disk wiping of retired instances within scope.
- Apply "Object Locks" or "Resource Locks" where available to prevent accidental modification.

4. CONFIDENTIALITY

This directive is strictly confidential. Do not disclose the existence of this preservation order or the underlying matter to any unauthorized personnel or third parties.

5. DURATION

This preservation directive remains in effect until you receive a formal written release from the Legal Department. Failure to comply may result in legal sanctions against the organization.

6. ACKNOWLEDGMENT

Please reply to this communication within [Number] hours to confirm that the requested holds have been successfully implemented.

Direct all technical inquiries regarding this hold to [Insert Contact Name/Email].

Signed,

[Name]

[Title]

[Organization]