

MEMORANDUM

TO: IT Department / Slack Workspace Administrators

FROM: [Partner/Lead Counsel Name]

DATE: [Insert Date]

RE: LEGAL HOLD NOTICE - INTERNAL SLACK COMMUNICATIONS

1. PURPOSE

This memorandum serves as a formal notice to preserve all Slack communications and related metadata pertaining to the matter of: **[Insert Case Name/Client Number]**.

2. SCOPE OF PRESERVATION

Effective immediately, you are directed to suspend any automated deletion or retention policies (e.g., "delete after 90 days") that would affect Slack data for the following individuals:

- [Name of User 1]
- [Name of User 2]
- [Name of User 3]

3. DATA TYPES TO BE PRESERVED

The preservation obligation includes, but is not limited to:

- Public channels related to the matter.
- Private channels involving the individuals listed above.
- Direct messages (DMs) and multi-person direct messages.
- Edited and deleted message history (retained via Discovery API or exports).
- Files, images, and snippets shared within the Slack workspace.
- Slack Connect channels involving outside co-counsel or clients.

4. DURATION

This legal hold shall remain in effect until you receive a written release from this office. Do not archive or delete any data associated with these users without express authorization.

5. INSTRUCTIONS

Please confirm receipt of this notice and provide a brief summary of the steps taken to ensure the preservation of this data (e.g., implementation of a "Legal Hold" within the Slack Enterprise Grid or manual export/backup).

Signed,

[Your Name]

[Your Title]

[Law Firm Name]