

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Address]

[City, State, Zip Code]

RE: LEGAL NOTICE - POST-LITIGATION RECORD PRESERVATION ORDER

Dear **[Name]**,

As the litigation regarding **[Case Name/Matter Number]** has concluded, this letter serves as a formal directive regarding the long-term preservation of architectural blueprints, engineering drawings, and related technical records associated with the project located at **[Project Address/Site Name]**.

Despite the resolution of the immediate legal dispute, you are hereby instructed to preserve and maintain the following records in their original format (physical and/or digital):

- Final "As-Built" blueprints and site surveys.
- Original structural, mechanical, electrical, and plumbing (MEP) designs.
- Revisions, change orders, and redlined drawings issued during construction.
- Permit sets and approved municipal filings.
- Digital CAD files, BIM models, and metadata associated with the project design.

These records must be stored in a secure, climate-controlled environment to prevent degradation. Digital files should be backed up and maintained in a format that remains accessible for future architectural audits or structural safety reviews. This preservation is required to ensure compliance with **[Statute of Repose/Local Building Codes/Specific Settlement Agreement Terms]**.

Do not destroy, alter, or discard any of the aforementioned documents without prior written authorization from **[Legal Counsel/Project Owner]**. This preservation obligation shall remain in effect until **[Expiration Date or Event]**.

Please acknowledge receipt of this letter and confirm that these records have been flagged for permanent retention in your filing system.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]