

DATE: [Insert Date]

TO: [Insert Name of IT Department/Recipient]

FROM: [Insert Name/Legal Department]

SUBJECT: FORMAL DIRECTIVE FOR ELECTRONIC DATA PRESERVATION

1. PURPOSE

This directive serves as a formal instruction to preserve all electronic data and metadata related to [Insert Project Name, Legal Matter, or Incident]. You are required to suspend all routine deletion, overwriting, or automated purging processes for the data identified below.

2. SCOPE OF PRESERVATION

Please ensure the following data categories are preserved immediately:

- Emails and attachments from [Insert Names/Departments].
- Files stored on local hard drives, network servers, and cloud storage.
- Instant messages, SMS, and collaboration tool logs (e.g., Slack, Teams).
- Database records and application logs.
- Backup tapes or archives containing relevant historical data.

3. TIMEFRAME

This preservation order covers all data generated or modified between [Insert Start Date] and [Insert End Date/Present].

4. DURATION

This directive remains in effect until you receive written notification that the preservation hold has been lifted. Do not dispose of any hardware or storage media containing this data without prior authorization.

5. ACKNOWLEDGMENT

Please confirm receipt of this directive and provide a brief summary of the actions taken to ensure compliance by [Insert Deadline Date].

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]