

**PRIVILEGED AND CONFIDENTIAL  
ATTORNEY WORK PRODUCT**

**TO:** [Employee Name/Department Head]

**FROM:** Office of the General Counsel

**DATE:** [Insert Date]

**SUBJECT:** LEGAL HOLD: MANDATORY PRESERVATION OF AUDIO RECORDINGS

Dear [Name],

The Company is currently involved in a legal matter regarding [Subject Matter/Case Name]. You have been identified as a person who may possess audio recordings or voice data relevant to this matter.

**Directive:** Effective immediately, you are directed to preserve and retain all audio files and related metadata in your possession, custody, or control. This includes, but is not limited to:

- Voicemail recordings (from office, mobile, or VOIP systems).
- Recorded teleconferences and video meetings (e.g., Zoom, Teams, Webex).
- Dictation files and voice memos.
- Customer service or call center recordings.
- Radio or dispatch communications.

**Instruction:** Do not delete, overwrite, modify, or destroy any audio data, even if it is scheduled for deletion under the Company's standard Records Management Policy. All automated deletion or "auto-purge" settings for these files must be disabled immediately.

**Scope:** This hold applies to files stored on company servers, local hard drives, cloud storage, mobile devices, and removable media (USBs, external drives).

Failure to comply with this directive may result in legal sanctions against the Company and disciplinary action against involved individuals. This hold remains in effect until you receive written notice from the Legal Department stating otherwise.

Please acknowledge receipt of this directive by replying to this email or signing below.

Sincerely,

[Signature]

[Name of Counsel]  
Corporate Counsel

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**Acknowledgment of Receipt:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_