

DATE: [Date]

TO: [Name of IT Manager/Cloud Service Provider Contact]

FROM: [Name of Legal Counsel/Requesting Party]

RE: Letter of Instruction for E-Discovery Collection (Cloud Storage)

1. PURPOSE

This letter serves as a formal instruction to identify, preserve, and collect electronically stored information (ESI) residing in cloud-based storage environments for the matter of [Case Name/Reference Number].

2. TARGET SOURCES

Please perform collection from the following cloud platforms:

- [e.g., Google Drive / Microsoft OneDrive / Dropbox / Box]
- [Specific Account Handles or IDs]

3. CUSTODIANS

Collection should be limited to accounts belonging to the following individuals:

- [Custodian Name 1]
- [Custodian Name 2]

4. SCOPE OF COLLECTION

Date Range: [Start Date] to [End Date]

Search Terms (if applicable): [List keywords or "All Files"]

File Types: [e.g., All files, or specify: PDF, DOCX, XLSX]

5. TECHNICAL REQUIREMENTS

- **Metadata:** Ensure all system metadata (creation dates, modified dates, author, file paths) is preserved and exported.
- **Format:** Data should be delivered in [Native Format / Searchable PDF / TIFF with Load File].
- **Folder Structure:** Maintain the original folder hierarchy as it exists in the cloud environment.
- **Sharing Permissions:** Provide a report of shared access permissions for the collected files where possible.

6. CHAIN OF CUSTODY

A detailed log must be maintained for the collection process, including:

- Date and time of extraction.
- Hash values (MD5 or SHA-1) for all collected files to ensure data integrity.
- Identification of the technician performing the collection.

7. DELIVERY

The collected data should be delivered via [Secure FTP / Encrypted Physical Drive] to [Recipient Name] no later than [Deadline Date].

Please acknowledge receipt of these instructions and provide an estimated timeline for completion.

Sincerely,

[Signature]

[Printed Name]

[Title]