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|  | **NOTICE TO PRESERVE DOCUMENTS AND ELECTRONIC DATA** |  |
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 **DATE:**

**TO:**

 William Paterson University

**FROM:** Glenn R. Jones, General Counsel to the University and Board

 Trustees

 William Paterson University

**SUBJECT:** (Plaintiff v. Defendant)

 Data Preservation

**Please be advised that you are  *required***  ***to immediately*** ***preserve all documents*** ***and electronic*** ***data* related to the above-noted matter. Your failure to do so could result in significant penalties.**

The State of New Jersey has determined that litigation can reasonably be anticipated with respect to the above matter.

We have identified you as an individual who may have potentially relevant paper records (e.g. memoranda, letters, pictures) or electronically stored information (e.g. e-mails, other electronic communications, word processing documents, spreadsheets, databases, calendars, telephone logs, Internet usage files and network access information).

You must **immediately** take every reasonable step to preserve this information until further notice. Your failure to do so could result in significant penalties against your agency.

While your obligation to preserve all forms of information is the same, we specifically bring to your attention the need to take action to preserve e-mail and other electronic communications, because there may be automated processes which will delete your e-mail if you take no action and, for many individuals, the deletion of e-mail is a routine practice. You should take **immediate action** to archive any relevant e-mails in a separate folder for this potential litigation. Please contact

your IT support manager if you need assistance with archiving.

For paper documents and other types of electronically stored information, to the extent that it will not interfere with your ongoing work, you should take action to segregate those materials. In the case of electronically stored information, you should leave it in its current location, but may make a copy for a separate folder related to the potential litigation. In the case of paper records you may either move them to a separate location, noting the files from which each record was retrieved, or make copies of the records.

This is a continuing obligation. So if you discover, create or receive relevant documents or electronically stored information in future you should similarly take action to preserve those materials. You should preserve all relevant documents and electronically stored information in accordance with these instructions until you are affirmatively advised that you are no longer obligated to do so.

Attached is an acknowledgment that you have received this memorandum. You should return it to me within five days of your receipt.

**If you have any questions regarding these instructions please contact me immediately. Again, it is imperative that you take immediate action in accordance with these directions.**

**G.R.J.**