E-Discovery Litigation Hold IT Request

Date of Request: _____

Type of Case: Employment__ Tort__ Student___ Faculty__

Other_____

Facts:
_____
_____
_____
_____

Relevant Time Period_____

Relevant Personnel
A._____
B._____
C._____
D._____
E._____
F._____
G._____

Specific actions requested in connection with the above "Relevant Personnel."

1. Electronic Preservation of and a searchable copy to OGC of the following:
   a.) Emails and email attachments_____
   b.) All "Outlook" data, i.e. calendars, appointments, list of tasks, etc._____
   c.) University server "U" drive of the individual _____
   d.) University server "K" shared drive in which the individual participated. _____
   e.) "C" drive and "desktop" of any University work computer, including desktop, laptops, cellphones, I-pad-type devices, etc. assigned to individual_____
   f.) Mirror copy of entire University work computer, including desktop, laptops, cellphones, I-pad-type devices, etc. _____

2. Conduct a search and create a searchable copy to OGC of electronic storage items, (checked), 1a__,1b__,1c__, 1d__,1e__ 1f__ for "Relevant Personnel", (circled), (A, B, C. D, E, F), using the following terms_____
   _____
   _____
   _____

_____ Date_____
Glenn R. Jones, General Counsel