

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_____