

The Office of General Counsel shall evaluate the need for and issue the Litigation Hold Notice to all affected University Departments, Information Technology, and employees.

Each employee of the University is responsible for acting in compliance with the Litigation Hold Notice regarding the preservation and maintenance of evidence relevant to pending litigation. Documents that are subject to a Litigation Hold Notice must be identified, segregated, and retained by the department until the hold is removed, regardless of any Records retention or destruction schedule.

Additional information is available on the Office of General Counsel's website: (www.du.edu/counsel)

IV. DEFINITIONS

1. "**Records**" - refers to paper (hard copy), recordings, videotapes, writings, material objects, photographs, drawings, diagrams, testimony, or other things relate in any way to the subject of the litigation, investigation, or similar matter. Records also means electronic data and documents including, but not limited to, electronic mail, word processing, and other electronic documents (including metadata), calendars, voice messages, videos, digital photographs, information on servers, networked printers and photocopiers, personal digital assistants, mobile phones, office workstations, laptops, jump drives, CD's, DVD's, home computers, backup files, and in any other location where data may be stored.

Revision Effective Date	Purpose
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