



County of Fairfax, Virginia

MEMORANDUM

DATE:

TO: First Lieutenant John Doe
Inmate Records

FROM: First Lieutenant Jane Doe
Internal Affairs

REF: Litigation Hold Notice (IA 2017-XXX- In- Custody Death)

Please be advised that the Internal Affairs Section requires your assistance with respect to preserving agency information in the above-referenced matter.

In connection with possible litigation referred to above, you're advised of the agency's legal obligation to preserve documents and data in this matter and enlist your assistance in this regard. You are required to preserve all documents and data to inmate DOE, John (2041127) from all sources.

"Documents and data" as used here means not only hard copy documents such as Inmate records and Medical records, but audio recordings, videotape, e-mail, instant messages, word processing documents, calendars, computer hard drives, removable media (e.g., CDs and DVDs), smartphones as well. Keep in mind that any of the above mentioned sources of relevant information may include personal computers you use or have access to at home, or other locations. It also includes inaccessible storage media, such as back-up servers which may contain relevant electronic information that does not exist in any other form.

The agency must preserve all existing documents and data relevant to the investigation described above and suspend deletion, overwriting, or any other possible destruction of relevant documents and data. If you have any questions on how to comply with this directive, please contact Internal Affairs at 246-3207.

Electronically stored data is an important and irreplaceable source of discovery and/or evidence in this matter. You must take every reasonable step to preserve this information until further notice from Internal Affairs. Failure to do so could result in discipline.

