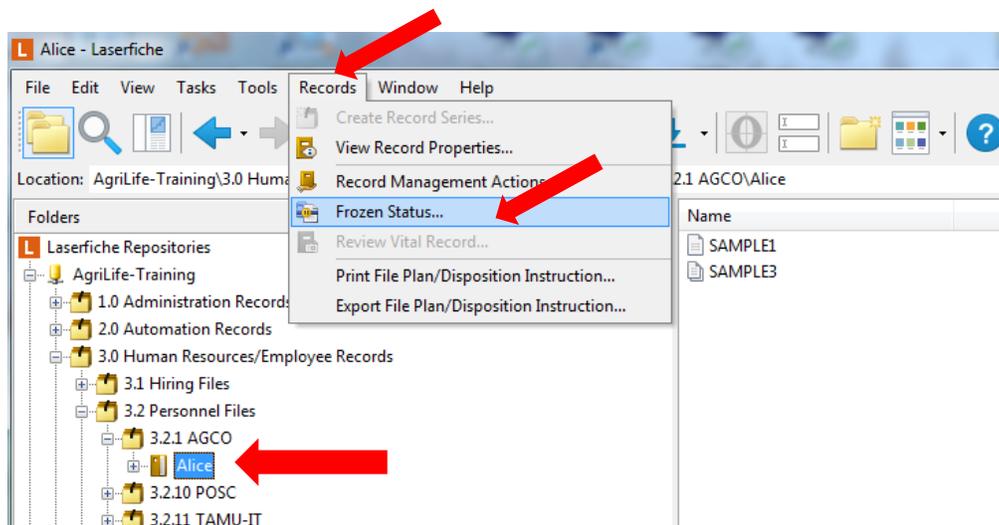


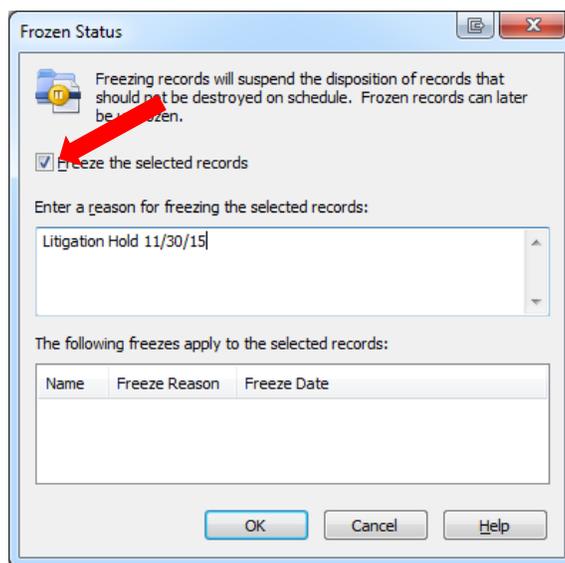
Litigation Hold Guidelines for Laserfiche

Litigation Hold for Records Folders/Documents in Records Folders

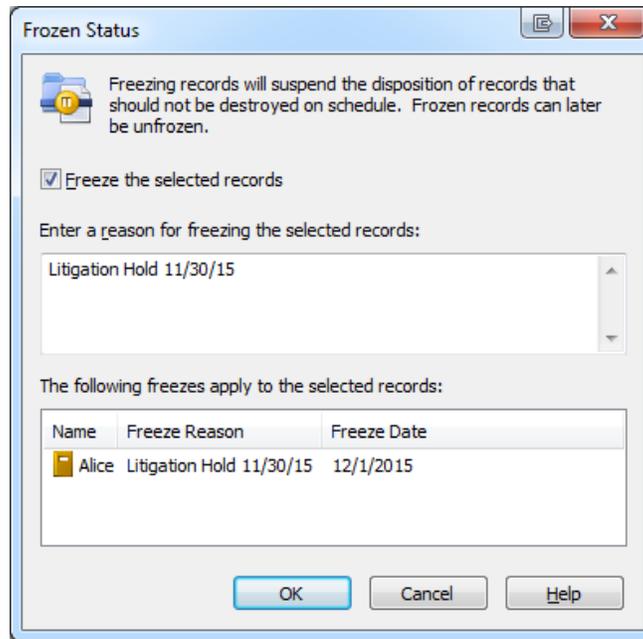
1. To place a litigation hold on records folders which are contained in a record series, select the folder then click on “Records” at the top of the screen. On the pop-up screen select “Frozen Status” as shown below.



2. On the screen that comes up, check “Freeze the selected records” and enter a reason for freezing the record. As a reason, we recommend to insert “Litigation Hold” and insert the date. You may also want to add text to indicate where the litigation hold originated, such as General Counsel and a document date or subject.

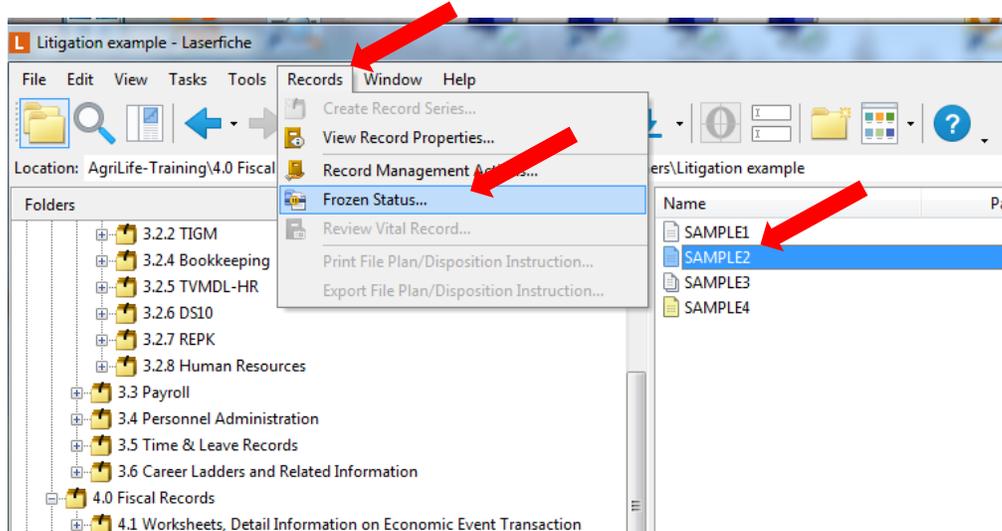


3. Select ok when complete. If you select the record and click on “Records” then “Frozen status” again, you will see that the litigation hold information has been copied to the lower area of the screen along with the document/folder name and freeze date.

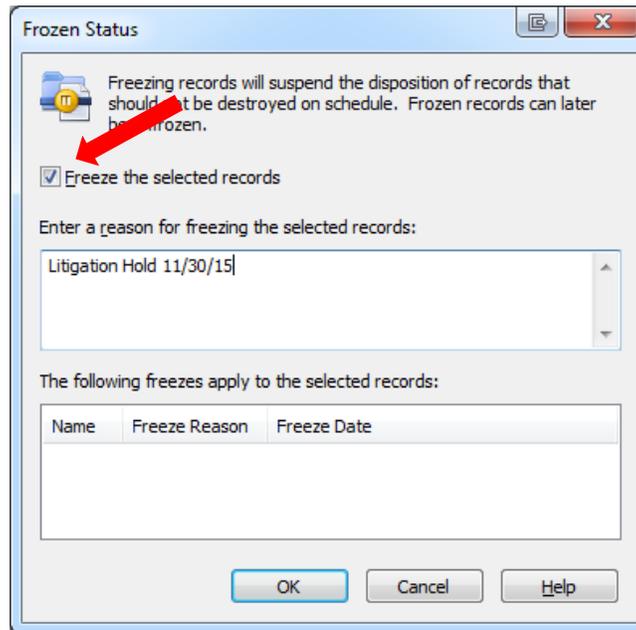


Litigation Hold for Documents within a Records Folder

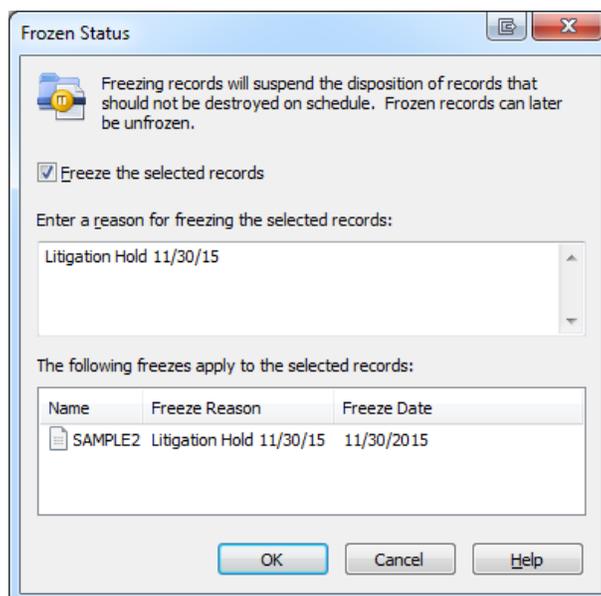
1. To place a litigation hold on a document within a records folder, select the document, then click on “Records” at the top of the screen. On the pop-up screen select “Frozen Status” as shown below.



2. On the screen that comes up, check “Freeze the selected records” and enter a reason for freezing the record. As a reason, it is recommended to insert “Litigation Hold” and insert the date. You may also want to add text to indicate where the litigation hold originated, such as General Counsel and a document date or subject.

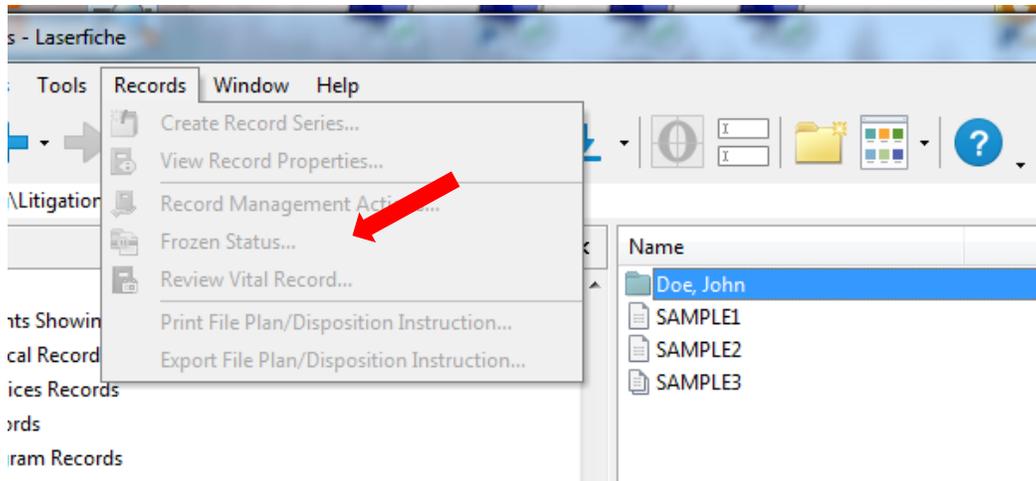


4. Select ok when complete. If you select the record and click on “Records” then “Frozen Status” again, you will see that the litigation hold information has been moved to the lower area of the screen.

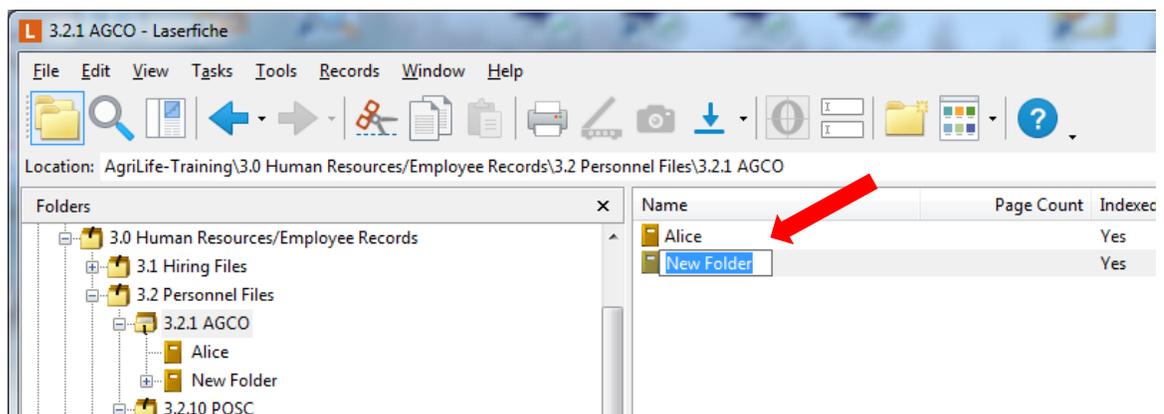


Litigation Hold for a Folder which is not inside a Record Series/Records Folder

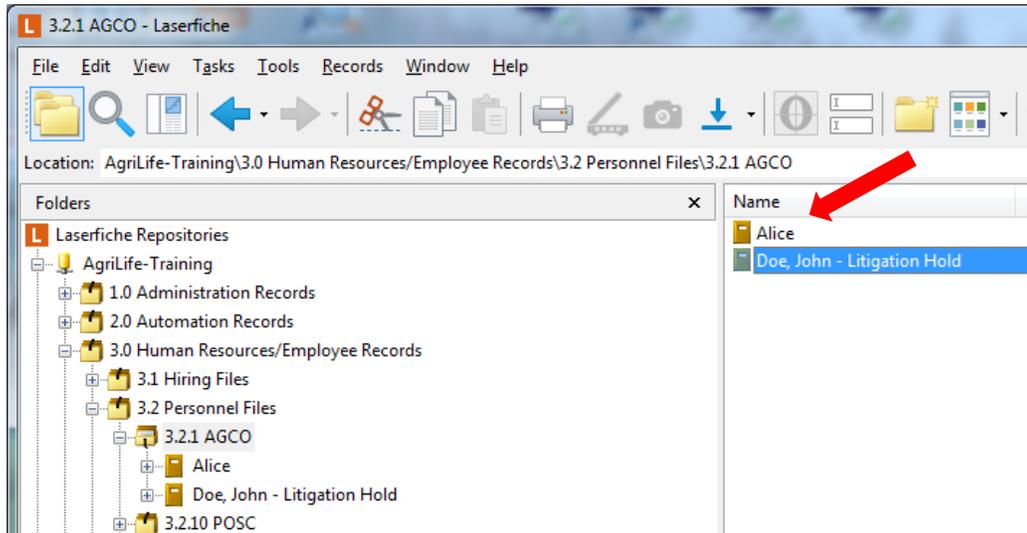
1. If the repository is set up to have working folders, a records manager may need to put a Litigation Hold (Freeze) a record(s) which is not inside a Record Series/Records Folder. After selecting the folder and clicking on “Records” at the top of the screen, you will notice that “Frozen Status...” is grayed out.



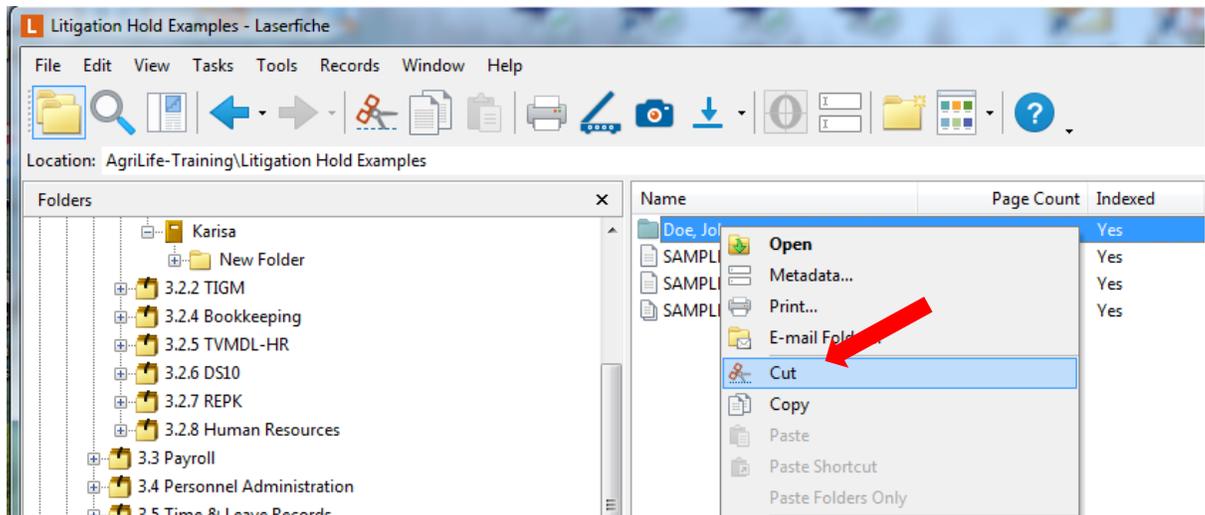
2. In this instance, you will need to first create a Records Folder inside the current Record Series which would normally contain the folder and documents in accordance with your Records Retention Schedule.



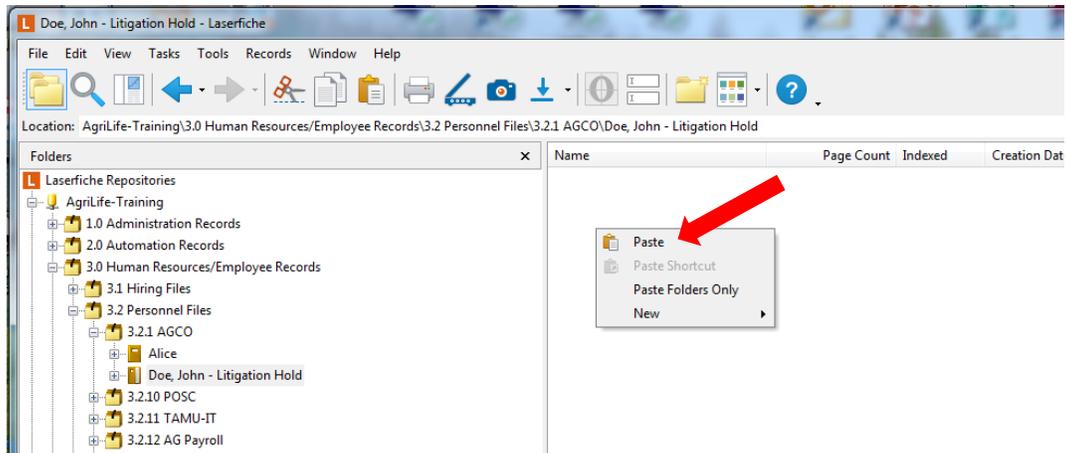
3. Name the folder in accordance with your naming conventions. You may also want to add text to the name to indicate this is a special folder for the litigation hold.



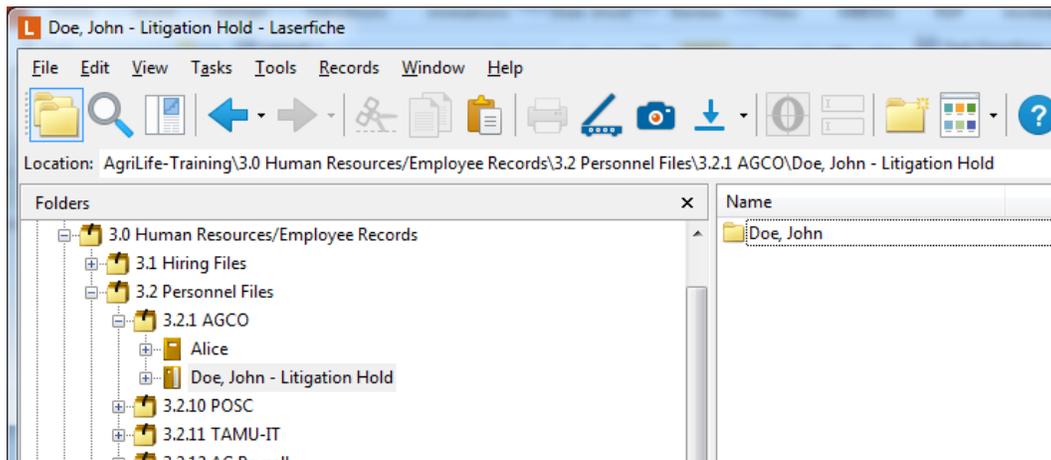
4. After creating the new Records Folder, right click the working folder which is outside the record series and which needs to be moved to a Records Folder and select "Cut."



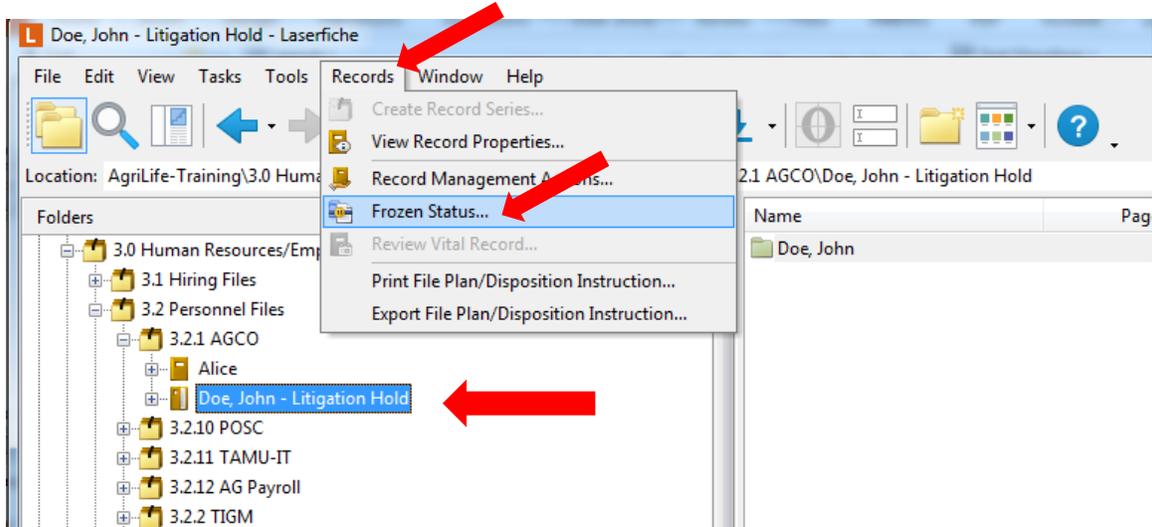
- Next right click on the newly created records folder and select paste to move the entire folder and its contents into the new records folder.



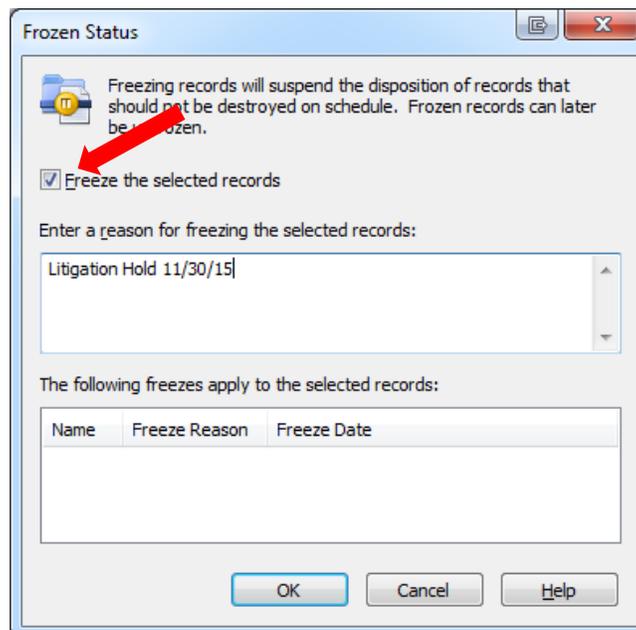
- When pasting into the new records folder, you will notice that the original folder and its contents remains unchanged, thus preserving the documents in its original state for any potential litigation.



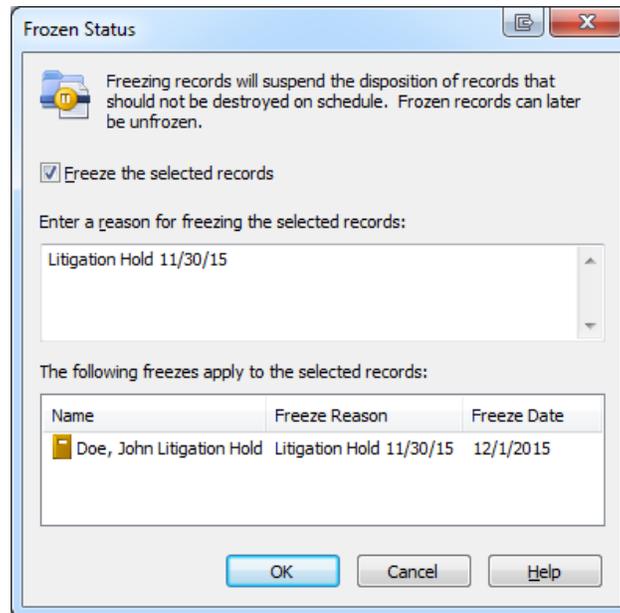
- After moving the folder, proceed with normal actions to freeze a record. Select the folder then click on “Records” at the top of the screen. On the pop-up screen select “Frozen Status” as shown below.



- On the screen that comes up, check “Freeze the selected records” and enter a reason for freezing the record. As a reason, it is recommended to insert “Litigation Hold” and insert the date. You may also want to add text to indicate where the litigation hold originated, such as General Counsel and a document date or subject.

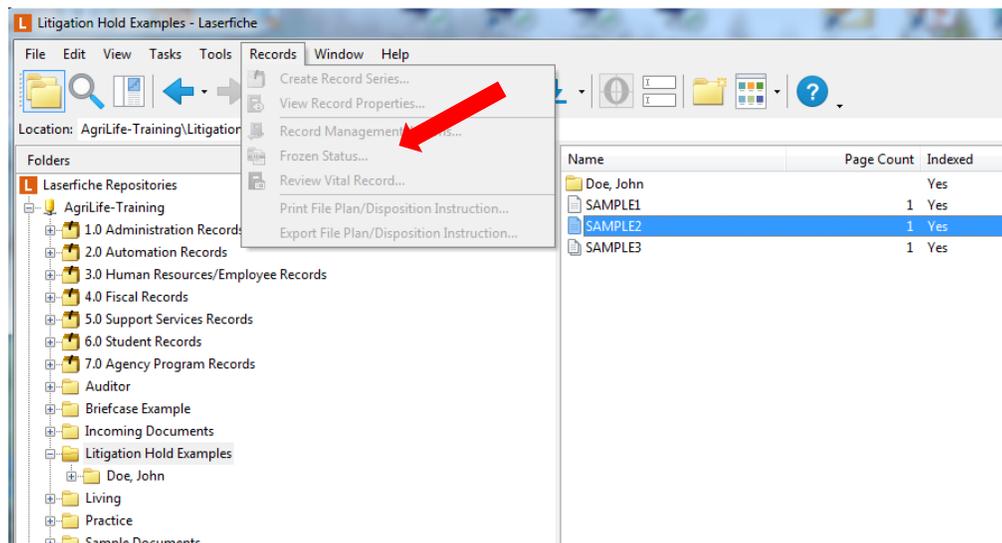


9. Select ok when complete. If you select the record and click on “Records” then “Frozen Status” again, you will see that the litigation hold information has been moved to the lower area of the screen.

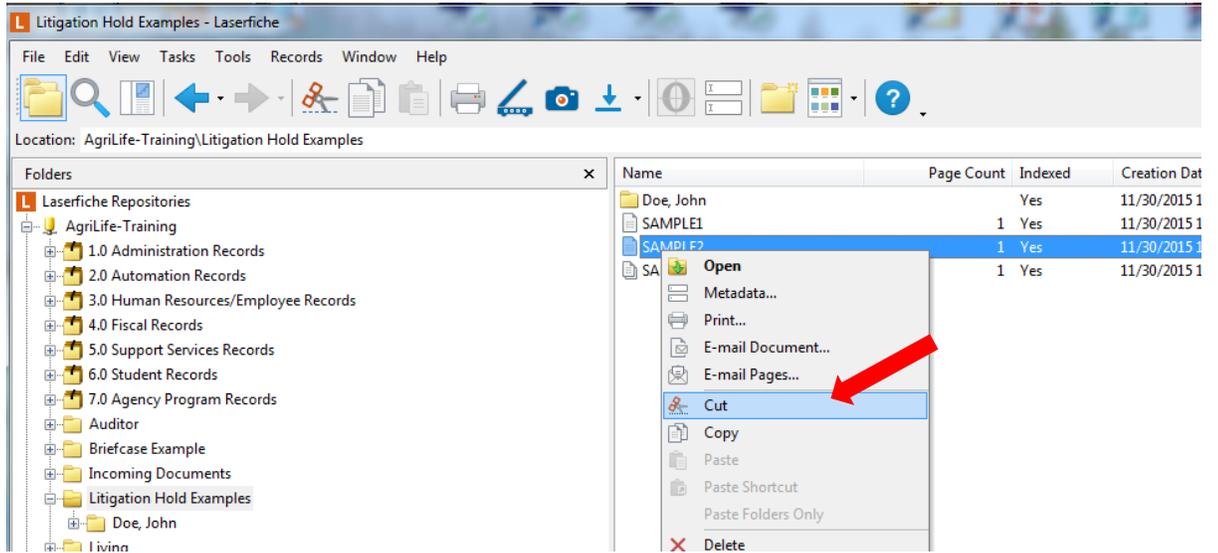


Litigation Hold for a Document which is not inside a Records Folder

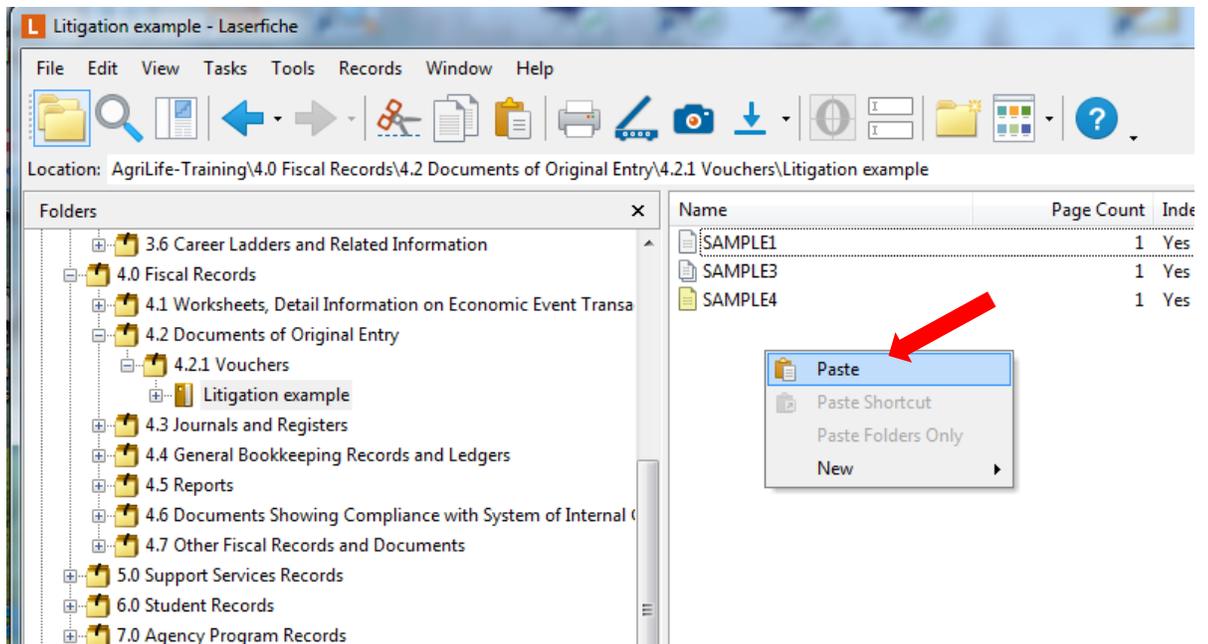
1. If the repository is set up to have working folders outside the Record Series, a records manager may need to put a Litigation Hold (Freeze) on a document(s) which is not inside a Records Folder. After selecting the document and clicking on “record” at the top of the screen, you will notice that “Frozen Status” is grayed out.



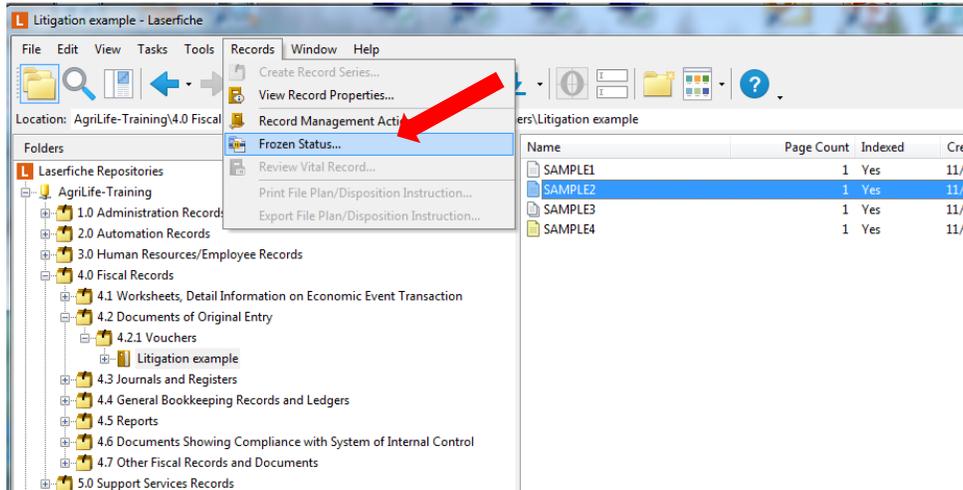
2. In this instance, you will need to move the document, unchanged, to a records folder which would normally contain such document under the Records Retention Schedule. To do this, right click on the document and select “Cut.”



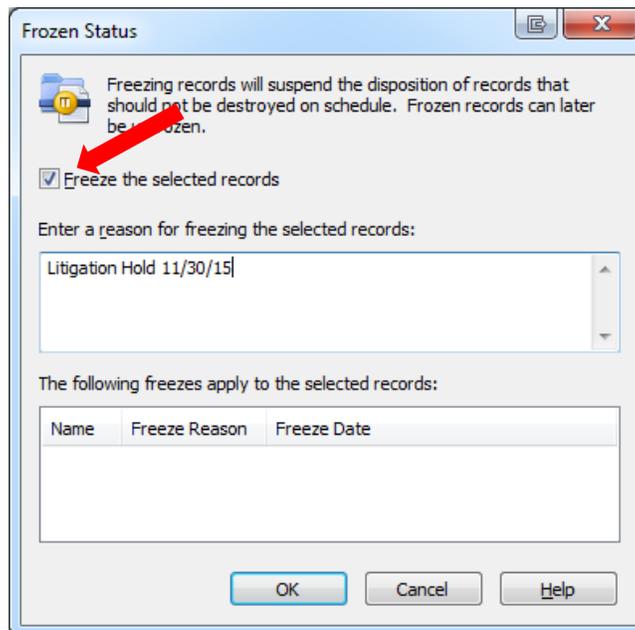
3. Next, right click the records folder you have identified into which you want to move the document and select “Paste” to move the document into the records folder.



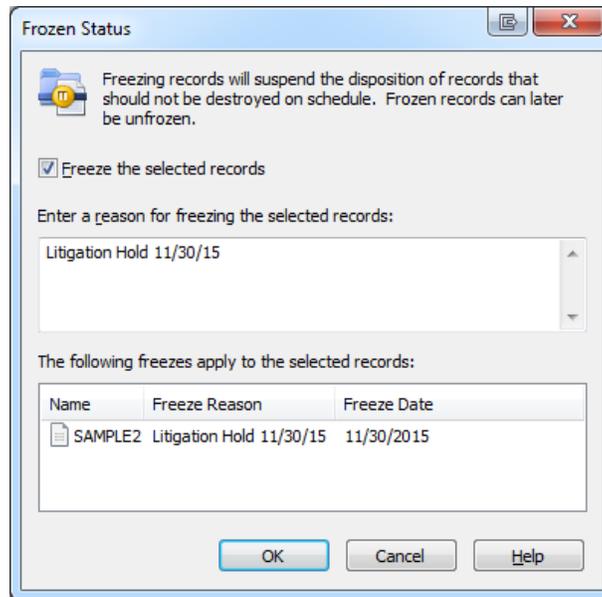
- After moving the document, unchanged, proceed with normal actions to freeze a record. Select the folder then click on “Records” at the top of the screen. On the pop-up screen select “Frozen Status” as shown below.



- On the screen that comes up, check “Freeze the selected records” and enter a reason for freezing the document. As a reason, it is recommended to insert “Litigation Hold” and insert the date. You may also want to add text to indicate where the litigation hold originated, such as General Counsel and a document date or subject.



6. Select ok when complete. If you select the document and click on “Records” then “Frozen Status” again, you will see that the litigation hold information has been moved to the lower area of the screen.



NOTE: Remember to search your repository for any records which may pertain to the Litigation Hold, so that you can freeze such records. Also remember, when the Litigation Hold has ended, use the Records Management Search to locate all the documents you have frozen so you can unfreeze them. Following the hold, retain the documents in accordance with the Records retention Schedule and any retention required by the litigation proceedings.