

*Privileged and Confidential*

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## Release of Legal Hold

From the Office of General Counsel

[Insert Date]

This notice is intended to advise you that the Legal Hold regarding **\$MatterName \$MatterID** is now released.

### SECTION 1. INSTRUCTIONS

**Step 1: You must review Relevant Records for applicability to any other active Legal Holds or Company XYZ's Enterprise Classification Structure.**  
Company XYZ's Legal Department is releasing the Legal Hold described in Section 2. The relevant records regarding the matter described below are no longer required to be preserved and retained under this particular Legal Hold. It is important to note, however, that Relevant Records may be subject to preservation under other active Legal Holds or may need to be maintained under Company XYZ's Enterprise Classification Structure ("Records Retention Schedule").

**Step 2: You must preserve and retain any potentially Relevant Records from this matter covered by any other active Legal Hold(s).**  
Company XYZ may be subject to severe penalties if you do not comply with the requirements of other active Legal Hold(s) you have received that include any of the records covered by this matter. This Release of Legal Hold pertains only to the matter described in Section 2 below and does not release you from your preservation obligations in any other active Legal Hold(s) you may be associated with.

### SECTION 2. NOTICE OF LEGAL HOLD DETAILS - RECORDS TO RELEASE

**Matter Name:** \$MatterName

**Matter Number:** \$MatterID

**Matter Description:** \$MatterDescription

**Responsible Attorney:** \$MatterAttorney

**Responsible Paralegal:** \$MatterLegalAssistant

**Records Defined As:** For purposes of this notice, "Records" include all information, documents or data of every type, whether in paper or electronic form, including but not limited to memorandum, correspondence, notes, reports, emails, instant messages, text messages, voicemail messages, desk or electronic calendars, phone slips, notes, journals, and logs of a personal or business nature, residing or recorded in any medium or location other than within a person's memory and in any form (handwritten or typed, draft or final), created at any time. This

includes records in your possession, wherever maintained, whether on your computer, in your office, on your Blackberry, on a flash/thumb drive, in departmental files, in a home office, in your vehicle, or elsewhere.

Relevant Time Period: [start date] to [end date or Present]

Relevant Entity(ies): [input entity name(s), including legacy]

Records to Release: Records that relate in any way to the Matter Description within the time period covered, including but not limited to any of the following:

[Input list of documents]

### **SECTION 3. LEGAL DEPARTMENT CONTACT INFORMATION**

Questions regarding this Release of Legal Hold should be directed to \$MatterLegalAssistant or \$MatterAttorney.