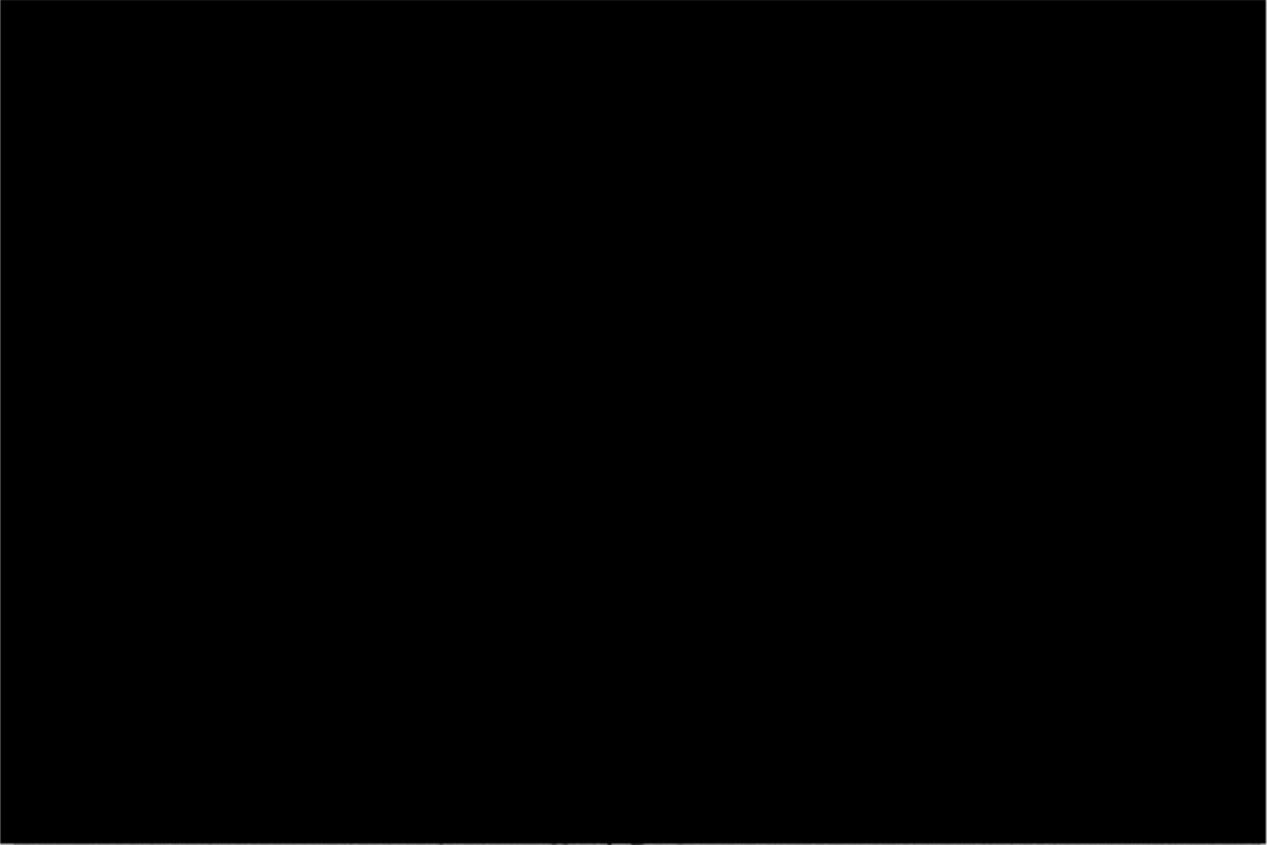


To: [REDACTED]
From: OFFICE OF THE GENERAL COUNSEL [REDACTED]
Sent: Wed 8/14/2019 3:08:00 PM
Subject: BOP OFFICIAL - LEGAL HOLD NOTICE for (INMATE DEATH)
CustodianDocSearchCheckList_LHN-CIV-2019-00204 [REDACTED].rtf



Subject: BOP OFFICIAL - LEGAL HOLD NOTICE for (INMATE DEATH)

Legal Hold Notice: Record Custodians
Privileged and Confidential

U.S. Department of Justice
Federal Bureau of Prisons
Aug 14 2019

NOTIFICATION FOR: MICHAEL ALBERT THOMAS, TOVA A NOEL, [REDACTED]



CONFIDENTIAL

SDNY_00009827
EFTA00139411

FROM: The Office of the General Counsel, Federal Bureau of Prisons
[REDACTED]
Supervisory CLC Attorney

EMAIL: [REDACTED]
ADDRESS: [REDACTED]
NEW YORK NY 10007

RE: Obligation to Preserve Records and Electronically Stored Information in
INMATE DEATH, LHN-CIV-2019-00204

The BOP and its employees are required to preserve any potentially relevant information pertaining to

On Saturday, August 10, 2019, at around 6:30 am, EPSTEIN, Jeffrey, reg. no. 76318-054, was found unresponsive in his cell in conjunction with an apparent suicide, and, subsequently, pronounced dead at the local hospital. No lawsuit has been filed yet, but one is anticipated.

In this case, relevant information includes, but is not limited to:

Please preserve all electronic files (e.g. emails, Word documents, TRUSCOPE entries, videos, BEMR records) and all handwritten or other physical documents pertaining to inmate Epstein.

You have been identified as an individual likely to have information relevant to this matter. Therefore, you must take appropriate steps to preserve any such information in your possession, custody, or control even if it otherwise would be destroyed, deleted or overwritten, in the normal course of Agency operations. Knowingly altering, editing, or deleting potentially relevant information could result in court-ordered sanctions against the BOP and/or employment action against staff.

Electronically stored information (ESI) includes all information stored in any digital medium, including the BOP's computer network, any PCs, laptop computers, all back-up media, email, calendars, word processing documents, scanned documents, spreadsheets, photos and drafts.

DO NOT DISCARD OR DESTROY ANY RECORDS (ELECTRONICALLY STORED OR OTHERWISE) RELATING TO THIS MATTER.

Action Required:

1. Complete the attached Custodian Document Search Checklist and return to [REDACTED] by 08/21/2019.
2. Preserve Relevant Information
 - a. Do not alter, edit, delete, or otherwise destroy potentially relevant information in either paper or digital documents. All auto-deletion functions should be turned off and any retention policy should be suspended if execution would cause the loss of potentially relevant information. Do not move or alter electronic documents as this will

modify the metadata. Should you need to work on a relevant document, please save it as a new version and edit the new version.

- b. Do not transfer any potentially relevant information to a Federal Records Center (FRC) or any other location.
 - c. Notify me of any potentially relevant information that is in the process of being or has been sent to an offsite storage facility (FRC or any other offsite facility).
3. Contact me if there are any staffing changes in your office that affect this matter (e.g., retirement, transfer, etc.).
 4. If you are aware of the loss of any potentially relevant ESI, notify me immediately.
 5. This document is privileged and confidential.
DO NOT FORWARD OR SHARE THIS NOTICE WITH ANYONE.

PLEASE SEND ANY QUESTIONS OR COMMENTS TO [REDACTED]

CERTIFICATION

I certify that I have read the above, and I am complying with my preservation obligations. (PLEASE CERTIFY BY CLICKING "CONFIRMATION LINK" below.)

[Confirmation Link](#)

NOTE: PLEASE DO NOT REPLY TO THIS EMAIL DIRECTLY. THIS IS A SERVICE MACHINE FOR OUTBOUND MESSAGES ONLY.