

**Custodian Document Search Checklist
INMATE DEATH / LHN-CIV-2019-00204**

Name:	
Position:	
Agency/Component/ Office:	
User account name to access network:	
List all email addresses that you use (or have used) for agency business:	
Work telephone number:	
Date Legal Hold Notice was received:	

Based on instructions by my agency's counsel and attorneys for the Department of Justice, I conducted a search for documents which may be responsive to the documents requested in the INMATE DEATH legal and as outlined in the legal hold distributed by counsel on Aug 14 2019 (see attached lit hold notice). These documents are known as "potentially responsive documents").

I will not move or copy any files at this time. I acknowledge that I should not destroy, discard, alter, or make inaccessible any potentially responsive documents. If I discover any potentially responsive documents have been altered or destroyed, for whatever reason, I will immediately contact agency counsel. In the event that I leave the agency or change positions within the agency, I will work with my supervisor and agency counsel to make sure that any potentially responsive documents continue to be retained.

A.	Electronic Files	Yes or No
A1.	Electronic Files: Home drive(s) and/or Network Drives	
	There are potentially relevant records on my Home Drive.	
	If applicable, please identify specific folders on your home drive where your relevant records are saved:	
	Who else (users or work units) has access to this home drive?	
	There are potentially relevant records on my Shared Drive. If yes and if applicable, I used the following criteria (e.g., subject matter folder; search terms):	
	Please list the name(s) of the shared drive(s) to which you save files:	

Custodian Document Search Checklist
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	If applicable, please identify specific folders on your shared drive where your relevant records are saved:	
	Who else (users or work units) has access to this share drive?	
A2.	Electronic Files: Emails	
	There are potentially relevant records in my emails and/or archived emails. If yes and if applicable, I used the following criteria (e.g., subject matter folder; search terms):	
	Please identify all locations where you archive emails (home, share, or local drives, removable media, etc.):	
	Please identify all Groupwise Resource boxes that you have access to which may contain relevant email/documents:	
	If applicable, please identify specific folders on your home drive where your relevant emails are archived:	
	Are you part of any pre-established email distribution groups? If so, please list:	
	If applicable, please identify specific folders on your shared drive where your relevant emails are archived:	
	If applicable, please identify specific folders on your local drive where your relevant emails are archived:	
A.5	Electronic Files: Databases	
	I have access to agency databases or systems that may contain potentially responsive documents	
	If so, those databases and/or systems are listed below:	

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B.	Files on Other Media (CD, DVD, Flash Drive, Other)	Yes or No
B1.	Archived Electronic Files:	
	I archive/backup/save certain documents/electronic files onto media. For example, CDs/DVDs, or portable storage devices (usb drives).	
	I searched the above media for potentially responsive documents. If yes and if applicable, I used the following criteria (e.g., subject matter folder; search terms) :	
	I located potentially responsive documents on the above media.	
	These potentially responsive documents can be found at the following locations and are labeled:	

C.	Hard Copy Files	Yes or No
C1.	My Office/Workspace	
	I searched hard copy files in my office or workspace (e.g., filing cabinets, desk, desk drawers, boxes, bookshelves, etc.) for potentially responsive documents.	
	I located potentially responsive, hard copy documents.	
	These potentially responsive documents can be found at the following locations and are labeled:	
C2.	Repositories (Off-site or on location)	
	I searched hard copy files in a repository, library, archive, or records unit for potentially responsive documents.	
	I have reviewed the storage indices for a repository, library, archive, or records unit for potentially responsive documents.	
	There is no such repository, library, archive, or records unit for my unit/office.	
	I located potentially responsive documents.	
	These potentially responsive documents can be found at the following locations and are labeled:	

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C.	Hard Copy Files	Yes or No
	Have you given files that might be subject to the legal hold to any other employee? If yes, what and to whom?	
	Did you inherit electronic or hard copy files from any other (i.e. an outgoing) employee that might be relevant to the legal hold? If so, where are they?	
D.	Mobile Devices	
	List all government-issued devices you use for work. (laptop, desktop, iPhone, cellphone, black berry, iPad, tablets, etc.).	
	For each piece of equipment listed above, was the equipment upgraded within the past year? Was all data transferred successful?	
	For each piece of equipment listed above, was the equipment replaced within the past year? Was all data transferred to the new equipment?	
	Do you have texts, instant messages, or voice mails on your government equipment that would be potentially relevant to the subject matter of this litigation (please refer to the legal hold notice for a description of the subject matters)?	
	List all personal devices you use for work. (laptop, desktop, phones, tablets, etc.). Are there work-related data or files saved on these devices?	
	Do you have any work-related files at home? Hard copy documents/removable media, etc.?	
	Do you have texts, instant messages, or voice mails on your personal devices that would be potentially relevant to the subject matter of this litigation (please refer to the legal hold notice for a description of the subject matters)?	
E.	Other relevant information	
	Can you identify other employees who may have relevant information? If so, list them here:	

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INMATE DEATH / LHN-CIV-2019-00204**

C.	Hard Copy Files	Yes or No
F.	Social Media	
	Do you engage in social media activities/communications as a part of your official duties?	
	If so, were any of your social media activities/communications related to the subject of this litigation (please refer to the legal hold notice for a description of the subject matters)? Please identify all such communications/activities:	

I acknowledge that I will work with agency counsel and the appropriate agency IT personnel before collecting the potentially responsive documents identified above to determine whether procedures are in place to ensure that tracking information and metadata (where applicable) is preserved before and during the collection process.

Signature

Date

OR IF APPLICABLE, SEARCHES RESULTED IN NO DOCUMENTS:

As a result of my searches, I did not find any responsive documents.		
Signature	Date	

Please contact [REDACTED] with any questions.

We appreciate your assistance and diligence in this important matter.