

[REDACTED]

Relevant information relating to this administrative claim includes any and all documentation, stored in paper/hard copy or electronic format (email accounts, personal electronic devices, unclassified or classified computers, thumb drives, CDs, etc.) that relates in any way to any of the allegations made by the complainant(s) in their administrative claim, as described. If information exists in both paper/hard copy and electronic forms, please preserve both forms. Please note that this obligation is an ongoing obligation for the duration of the litigation, and applies to information created before and after this legal hold notice was delivered.

This is not a request for you to produce your information (paper/hard copy or electronic format) to OGC at this time. It is simply a notice not to destroy/delete any information concerning complainant(s) and the allegations in their claim. As the case progresses, you will receive legal hold notices on a periodic basis. The legal hold will remain in effect until the case is completely resolved, including all appeals.

Please click the following link below to confirm your compliance by **11/12/2024**.

[Link to begin.](#)

It is your duty as an FBI employee to comply with this Legal Hold Notice. The deletion or destruction of any relevant documents or information may jeopardize the FBI's legal position, subject the FBI to court-imposed sanctions, and could expose you to disciplinary action. If you are unsure whether certain information should be preserved, please err on the side of caution and preserve the information. If you believe you may have already lost, destroyed, or otherwise altered relevant information or materials, please immediately contact Assistant General Counsel (AGC), contact information below.

This is an automated message from the Enterprise Process Automation System (EPAS). **Please do not reply to this message.**

If you have any questions regarding whether or not the information in your possession may be relevant, the scope of this notice, or believe that other personnel should also receive this notice, please contact [REDACTED] at [REDACTED] or [REDACTED].

If you have any other questions regarding how to properly preserve your data relevant to this notice or the survey questions, please contact [REDACTED] at [REDACTED] or [REDACTED].

Do not forward this Legal Hold Notice.

Thank you for your attention to this matter.

Sincerely,

[REDACTED]
Assistant General Counsel
D9-OFFICE OF THE GENERAL COUNSEL

[REDACTED]
eDiscovery Technical Advisor

Further Instructions:

For additional details on properly preserving data and specific instructions on preserving emails and other documents, click here: <https://go.fbinet.fbi/DO/OGC/LB/ESIDU/Litigation%20Hold/Forms/AllItems.aspx>

This message is transmitted to you by the Office of the General Counsel of the Federal Bureau of Investigation. The message, along with any attachments, may be confidential and legally privileged. If you are not the intended recipient of this message, please destroy it promptly without further retention or dissemination (unless otherwise required by law). Please notify the sender of the error by separate e-mail or by calling [REDACTED].

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Classification: UNCLASSIFIED//FOUO