

Employee Guidelines for Preservation of Records

As a Georgia Tech employee, you are required to take all reasonable steps to preserve and safeguard evidence relating to anticipated or active litigation matters. Records subject to a hold may include, but are not limited to, emails, text messages, memoranda, correspondence, personnel files, spreadsheets, databases, calendars, audio recordings, video recordings, telephone messages, photographs, voicemails, and documents in any form (including electronic, handwritten, and typewritten). This includes draft and final documents. After receiving a hold notice from the Georgia Tech Office of the General Counsel or the Office of the Attorney General of Georgia, please ensure compliance with the following steps:

- 1. DO NOT ALTER, DESTROY, OR DISCARD ANY RECORDS THAT COULD PERTAIN TO THE MATTER.**
2. Notify your immediate supervisor of the preservation hold and request their assistance, if needed, to perform any of the following steps.
3. Notify legal counsel of any coworkers who may also be required to comply with the hold.
4. Identify all devices that have electronically stored information (ESI). ESI is broadly defined as any data or documents that are created or stored on electronic media (e.g., saved on network drives, computers, phones, cloud storage, etc.).
5. Save ESI on your computer into a separate folder.
6. For GT and GT Affiliated Organizations issued cellular devices and personal cellular devices that are used for business purposes, you must change your settings to retain all message history:
 - a. iPhone: go to “Settings” > “Messages” > “Keep Messages” > “Forever”
 - b. Android: go to “Settings” > “System” > “Backup”
7. Any business discussions with coworkers on social media or other messaging platforms not supported by GT must also be preserved. Consult with legal counsel on best practices for exporting the data.
8. Store hardcopy documents in a folder for legal counsel’s collection.
9. Legal counsel will schedule a meeting to collect/download ESI and other necessary records.
10. Consult with legal counsel if you have questions.