Litigation Hold Guidelines for Laserfiche

Litigation Hold for Records Folders/Documents in Records Folders

1. To place a litigation hold on records folders which are contained in a record series, select the folder then click on "Records" at the top of the screen. On the pop-up screen select "Frozen Status" as shown below.



2. On the screen that comes up, check "Freeze the selected records" and enter a reason for freezing the record. As a reason, we recommend to insert "Litigation Hold" and insert the date. You may also want to add text to indicate where the litigation hold originated, such as General Counsel and a document date or subject.

Frozen Status		
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Litigation Hold 11/30	/15	*
		-
The following freezes	apply to the selected record	s:
Name Freeze Re	ason Freeze Date	
	OK Car	icel <u>H</u> elp

3. Select ok when complete. If you select the record and click on "Records" then "Frozen status" again, you will see that the litigation hold information has been copied to the lower area of the screen along with the document/folder name and freeze date.

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Litigation	Hold 11/30/15		*
			Ŧ
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📔 Alice	Litigation Hold 11/30/15	12/1/2015	
	ОК	Cancel	Help

Litigation Hold for Documents within a Records Folder

1. To place a litigation hold on a document within a records folder, select the document, then click on "Records" at the top of the screen. On the pop-up screen select "Frozen Status" as shown below.



2. On the screen that comes up, check "Freeze the selected records" and enter a reason for freezing the record. As a reason, it is recommended to insert "Litigation Hold" and insert the date. You may also want to add text to indicate where the litigation hold originated, such as General Counsel and a document date or subject.

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Litigation	Hold 11/30/15		*
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The follow	ving freezes apply to	o the selected records:	
Name	Freeze Reason	Freeze Date	
		OK Cancel	Help

4. Select ok when complete. If you select the record and click on "Records" then "Frozen Status" again, you will see that the litigation hold information has been moved to the lower area of the screen.

Frozen St	atus	E X
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Free	ze the selected records	
Enter a	reason for freezing the selected	records:
Litigati	on Hold 11/30/15	*
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The follo	owing freezes apply to the select	ed records:
Name	Freeze Reason	Freeze Date
SA	MPLE2 Litigation Hold 11/30/15	11/30/2015

Litigation Hold for a Folder which is not inside a Record Series/Records Folder

 If the repository is set up to have working folders, a records manager may need to put a Litigation Hold (Freeze) a record(s) which is not inside a Record Series/Records Folder. After selecting the folder and clicking on "Records" at the top of the screen, you will notice that "Frozen Status" is grayed out.

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Tools F	Window Help Create Record Series View Record Properties Record Management Action	① III - ? .
	Frozen Status Review Vital Record	Name
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2. In this instance, you will need to first create a Records Folder inside the current Record Series which would normally contain the folder and documents in accordance with your Records Retention Schedule.



3. Name the folder in accordance with your naming conventions. You may also want to add text to the name to indicate this is a special folder for the litigation hold.



4. After creating the new Records Folder, right click the working folder which is outside the record series and which needs to be moved to a Records Folder and select "Cut."

Litigation Hold Examples - Laserfiche	TO RO	10, 10	K. X.
File Edit View Tasks Tools Records Window	Help		
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Location: AgriLife-Training\Litigation Hold Examples			
Folders	× Name		Page Count Indexed
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🗄 💼 New Folder	SAMPLI 🎽		Yes
	SAMPLI	Metadata	Yes
🗄 🌁 3.2.4 Bookkeeping	🗈 SAMPLI 🗄	🖻 Print	Yes
3.2.5 TVMDL-HR	C	👌 E-mail Fold	
	8	⊱ Cut	
		Сору	
3.2.8 Human Resources		Paste	
⊕ 3.3 Payroll		B Darte Charteut	
3.4 Personnel Administration			
3.5 Time & Leave Records	=	Paste Folders Only	

5. Next right click on the newly created records folder and select paste to move the entire folder and its contents into the new records folder.



6. When pasting into the new records folder, you will notice that the original folder and its contents remains unchanged, thus preserving the documents in its original state for any potential litigation.



7. After moving the folder, proceed with normal actions to freeze a record. Select the folder then click on "Records" at the top of the screen. On the pop-up screen select "Frozen Status" as shown below.



8. On the screen that comes up, check "Freeze the selected records" and enter a reason for freezing the record. As a reason, it is recommended to insert "Litigation Hold" and insert the date. You may also want to add text to indicate where the litigation hold originated, such as General Counsel and a document date or subject.



9. Select ok when complete. If you select the record and click on "Records" then "Frozen Status" again, you will see that the litigation hold information has been moved to the lower area of the screen.

Frozen Status		c	x
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Freeze the selected record	s		
Enter a <u>r</u> eason for freezing the	e selected records:		
Litigation Hold 11/30/15			*
			-
The following freezes apply to	the selected records:		
Name	Freeze Reason	Freeze Date	
Doe, John Litigation Hold	Litigation Hold 11/30/15	12/1/2015	

Litigation Hold for a Document which is not inside a Records Folder

 If the repository is set up to have working folders outside the Record Series, a records manager may need to put a Litigation Hold (Freeze)on a document(s) which is not inside a Records Folder. After selecting the document and clicking on "record" at the top of the screen, you will notice that "Frozen Status" is grayed out.

Litigation Hold Examples - Laserfiche	TO PO TO TO L KI K	-A. 8
File Edit View Tasks Tools Records Window Image: Comparison of the second o	w Help d Series Properties	
Location: AgriLife-Training\Litigation I Record Mana Folders Frozen Status	ingement fann inn Name Page Count Record	Indexed Yes
AgriLife-Training AgriLife-Training D.0 Administration Record: Export File Plan Control of the Plan	A/Disposition Instruction an/Disposition Instruction	Yes Yes Yes
Briefcase Example Incoming Documents Litigation Hold Examples Doc. John Doc. John Tractice Sample Documents		

2. In this instance, you will need to move the document, unchanged, to a records folder which would normally contain such document under the Records Retention Schedule. To do this, right click on the document and select "Cut."



3. Next, right click the records folder you have identified into which you want to move the document and select "Paste" to move the document into the records folder.



4. After moving the document, unchanged, proceed with normal actions to freeze a record. Select the folder then click on "Records" at the top of the screen. On the pop-up screen select "Frozen Status" as shown below.



5. On the screen that comes up, check "Freeze the selected records" and enter a reason for freezing the document. As a reason, it is recommended to insert "Litigation Hold" and insert the date. You may also want to add text to indicate where the litigation hold originated, such as General Counsel and a document date or subject.



6. Select ok when complete. If you select the document and click on "Records" then "Frozen Status" again, you will see that the litigation hold information has been moved to the lower area of the screen.

Freezing records will suspend the disposition of records that should not be destroyed on schedule. Frozen records can later be unfrozen. Freeze the selected records Enter a reason for freezing the selected records: Litigation Hold 11/30/15 The following freezes apply to the selected records: Name Freeze Reason Freeze Date SAMPLE2 Litigation Hold 11/30/15	rozen Status		EX
✓ Ereeze the selected records Enter a reason for freezing the selected records: Litigation Hold 11/30/15 The following freezes apply to the selected records: Name Freeze Reason Freeze Date SAMPLE2 Litigation Hold 11/30/15 SAMPLE2 Litigation Hold 11/30/15	Freez should be un	ing records will suspend th d not be destroyed on sche frozen.	e disposition of records that edule. Frozen records can later
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OK Cancel <u>H</u> elp			

NOTE: Remember to search your repository for any records which may pertain to the Litigation Hold, so that you can freeze such records. Also remember, when the Litigation Hold has ended, use the Records Management Search to locate all the documents you have frozen so you can unfreeze them. Following the hold, retain the documents in accordance with the Records retention Schedule and any retention required by the litigation proceedings.