



KEAN

CONFIDENTIAL ATTORNEY-CLIENT PRIVILEGED COMMUNICATIONS DOCUMENT

MEMORANDUM TO:

FROM: Geri Benedetto, Associate Vice President
and Chief University Counsel

RE:

DATE:

The Office of the Attorney General has received a () filed with the () that will most likely result in litigation with respect to the above matter. A copy of the Complaint is attached for your reference.

The University has identified you as an individual that may have potentially relevant paper records (e.g. memoranda, letters, pictures) or electronically stored information (e.g. e-mails, other electronic communications/word processing documents, spreadsheets, databases, calendars, telephone logs, internet usage files and network access information).

While your obligation to preserve all forms of information is the same, we specifically bring to your attention the need to take action to preserve e-mail and other electronic communications because there are automated processes which will delete your e-mail if you take no action, and for many individuals the deletion of e-mail is a routine practice. You should take immediate action to archive any relevant e-mails in a separate folder for this matter. Please contact the Office of Computer and Information Systems ("OCIS") for instruction on how to archive electronic communications.

For paper documents and other types of electronically stored information, to the extent that it will not interfere with your ongoing work, you should take action to segregate those materials. In the case of electronically stored information, you should leave it in its current location, but may make a copy for a separate folder related to this matter. In the case of paper records, you may either move them to a separate location, noting the files from which each record was retrieved, or make copies of the records.

This is a continuing obligation. So if you discover, create or receive relevant documents or electronically stored information in the future, you should similarly take action to preserve these materials. Further, you should preserve all relevant documents and electronically stored information in accordance with these instructions until you are affirmatively advised that you are no longer obligated to do so.

Attached is an acknowledgment that you have received this memorandum. Please complete the form and return it to me within five (5) days of your receipt. If you do not understand the above instructions prior to completing the acknowledgement, you should contact the undersigned at Extension 77028 or gbenedet@exchange.kean.edu with any questions you may have regarding either 1) what documents might be relevant to the above litigation, or 2) what actions you are reasonably expected to take in order to conduct a reasonable search for and preserve any documents, whether stored in hard copy or electronically, that may be relevant to the above litigation.

Once again, it is imperative that you take immediate action in accordance with these directions. Thank you for your anticipated cooperation in this matter.

Enclosure

cc: Joseph Marinello, OCIS (without enclosure)