

DAI 300.00.09 Death of an Inmate
Attachment – Template for Requesting Information From Staff
Effective: 10/15/16

SUBJECT LINE OF EMAIL:

Inmate Last Name, First Name, DOC #, Date of Death, Facility Acronym

BODY OF EMAIL

Notice to preserve information and to prevent deletion or destruction of emails or other electronic and paper files: Every person who may have records that refer or relate to **FIRST NAME LAST NAME, #** must preserve those records consistent with DAI Policy # 300.00.09 – Death of an Inmate. This process is called a “litigation hold.” This litigation hold obligates you to preserve potentially relevant information no matter how or where the information is stored. You must, for example, preserve electronically stored information from computer systems and removable media relating to **FIRST NAME LAST NAME, #**. This includes, but is not limited to:

- Word processing documents;
- Spreadsheets;
- Databases;
- Video and video files;
- Telephone logs;
- Voicemail;
- Health care records;
- Conduct reports/Investigations

DOC maintains all emails and attachments, calendars, text messages, internet usage files, and network access information in a permanent archive suitable for legal discovery. The service, termed DOCVault, dates back to 12/01/14, and includes emails and their attachments that pre-date 12/1/2014. If that information is needed in the event of litigation, OLC will request BTM conduct an investigation using DOC-2119A.

You must preserve the information even if it is stored on a removable device such as a thumb drive, CD, DVD, or videocassette; a shared device such as an institutional laptop computer; or a personal device such as your personal phone, smartphone, computer, or e-mail account.

Please share this e-mail with anyone within DOC who may have records relating to **FIRST NAME LAST NAME, #**. Please also ask unit staff to document any conversations they had with the inmate in the two weeks prior to his death and make a list of the identity and location of all other inmates residing on his unit at and around the time of his death.

You also are required to preserve all potentially relevant paper records including (but not limited to) memoranda, letters, logbooks, meeting minutes, and photographs. Again, you must do this even if the materials are stored somewhere other than your office.

Some systems have automatic deletion features. Video recording systems, for example, may be set to routinely overwrite recordings after a certain period of time. Paper files are subject to document retention and destruction policies. You must take affirmative steps to preserve this information so it is not deleted. If you do not know how, contact BTM or ORM at once for assistance.

This is a continuing obligation. If you discover, create, or receive a relevant document or electronically stored information in the future, you must preserve it. You should preserve all relevant documents and electronically stored information until you are affirmatively advised that you are no longer obligated to do so.

In summary, you are required to immediately preserve all documents and electronic data related to the above-noted case. Failure to do so could result in significant penalties for the DOC.