

APPENDIX B INFORMATION SURVEY

TO: Distribution List

FROM: Office of the General Counsel

DATE: <Insert date>

RE: <Insert matter name>

<Insert summary from litigation hold notice>

Court rules require DePaul to identify and preserve all data and information that may be relevant to potential or pending litigation. Due to your possible knowledge of this matter, you are being asked to complete the following survey to assist with these efforts.

If you have any questions, please contact Paralegal Deborah Banks at DBANKS5@depaul.edu, 312-362-7193.

INSTRUCTIONS

Please print this document and then answer the following questions directly on the printed survey form. Circle the appropriate response and provide additional information as appropriate. Attach additional pages if necessary. Responses are required for every question. Once you have answered all the questions, please sign, date and return the completed survey to Paralegal Deborah Banks, DBANKS5@depaul.edu, 55 E. Jackson, 22nd floor, before, but no later than <insert date>. You may return a scanned copy via e-mail. Failure to do so may subject the University to sanctions.

SIGNATURE:

Please confirm that your responses are correct and sign below:

Name: _____ Date: _____

RECEIVED BY OGC:

Lawyer Name: _____ Date: _____

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SURVEY QUESTIONS

Section 1: Location of Relevant Physical and Electronic Information

1. Do you have any of the following types of **physical documents** related to the above matter?

- a. Files (memorandum, faxes, etc.) yes no
- b. Handwritten notes yes no
- c. Diaries yes no
- d. Reports yes no
- e. Logs yes no
- f. Phone message memos yes no
- g. Other yes no

If you responded yes, please list the locations of these physical documents:

2. Do you have any of the following types of **electronic files** that may contain information related to the above matter?

- a. E-mail yes no
- b. Word processing documents yes no
- c. Spreadsheets yes no
- d. Instant messaging logs yes no
- e. Databases yes no
- f. Other yes no

If you responded yes, please describe the locations where you store this information, including both the computer and file location (e.g., my work desktop under My Documents, CD, USB drive, other). If you store information on a DePaul network drive (e.g., U:/ or W:/) list the full folder path.

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3. Do you use or have you ever used any other equipment or system, for work purposes, that contains information related to the matter?

- | | | |
|-------------------------------------|-----|----|
| a. Cell Phone | yes | no |
| b. Smart Phone (Blackberry, iPhone) | yes | no |
| c. PDA | yes | no |
| d. Pager | yes | no |
| e. Voice mail outside of DePaul | yes | no |
| f. Other | yes | no |

If you responded yes, please describe:

4. Do you maintain copies of electronic information related to the matter in any other locations, including information that may be retained by administrative assistants?

yes no

If you responded yes, please describe:

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Section 2: Workstation Information

1. Do you **currently** use a work-issued or personal desktop or laptop to create, store, modify or otherwise use the electronic files pertaining to the matter?

- a. Work-issued desktop yes no
- b. Work-issued laptop yes no
- c. Personal desktop yes no
- d. Personal laptop yes no

If you responded yes, please indicate the location of the computer(s):

2. At any time during or after the events described in the litigation hold notice, did you

- a. Receive a new computer yes no
- b. Change workstations yes no

If you responded yes, please state the date you received the new computer or changed workstations. Describe the disposition and, if known, location of all other work-issued or personal desktop or laptop computers you **previously** used to create, store, modify or otherwise use electronic files pertaining to this matter. If you do not know this information, who would know?

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Section 3: E-mail Information

- 1. List all e-mail addresses that you use - both work (e.g., jdoe@depaul.edu) and any other accounts (e.g., yahoo, msn, gmail, etc.) - that may contain e-mail potentially relevant to the matter:

- 2. Does anyone else have access to the e-mail accounts you listed above?

yes no

If you responded yes, please identify each account and list the names of the individuals with access and their relationship to you (for example, administrative assistant).

- 3. Do you archive your DePaul e-mail?

yes no

If you responded yes, please list the location of your archive(s). Please include on which computer(s) you store your e-mail archive (e.g., my work-issued desktop or my personal laptop) and also the file path(s) or location of your archive files on your computer (e.g., C:\Documents and Settings\username\My Documents\Archives or U:\OutlookArchive). **See *Litigation Hold Instructions attachment*.**

- 4. Do you have any backup copies of your e-mail account or your archive?

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yes no

If you responded yes, please list the location of the backup and on what type of media the backup copy is stored (e.g., on a CD or an external hard drive).

5. Do you automatically forward any of your e-mail accounts to another e-mail account?

yes no

If you responded yes, please describe:
