

[DATE]

[Name of Official]

[Address]

[Phone/email]

Re: Preservation Notice

My name is [name of person sending letter], and I am the [relation] of [decedent's name], who passed away on [date of death] while in the custody of [name of state or local correctional department]. I am writing to advise you that I or another person representing the estate of [decedent's name] intend to bring legal claims regarding [decedent's name]'s death.

This letter serves as notice to the [name of state or local correctional department] and its employees of their obligation to take immediate steps to preserve any material, including, but not limited to, all medical records, shift logs, phone logs, video recordings, reports, grievances, emails, electronic messages, call recordings, voicemails, text messages, and any other types of messages or communications, documents, or electronically stored information related to this matter, whether in electronic or paper form.

[Name of state or local correctional department] and its employees must:

- Hold in abeyance any existing document retention and/or destruction policies or practices, or any other actions that would result in the deletion of any material;
- Stop the automatic deletion of emails, messages, or other electronic data;
- Stop the recycling or reuse of computer backup tapes;
- Secure and preserve videotape and audiotape surveillance footage;
- Maintain and preserve all telephonic recordings;
- Maintain all electronic data in a reasonably accessible form, including ceasing any automatic archiving to backup tapes; and
- Secure and preserve all computer or electronic hardware, including all hard drives, laptops, PDAs, iPhones or other smartphones, or any other similar equipment and devices.

Additionally, please take immediate steps to preserve any relevant documents and information contained on the personal devices of [name of state or local correctional department] employees, including their own phones, tablets, laptops, computers, or any other devices.

Sincerely,

[Name of person sending letter]