

# 7 Steps for Developing & Implementing Legal Holds

John J. Isaza, Esq. & John J. Jablonski, Esq.

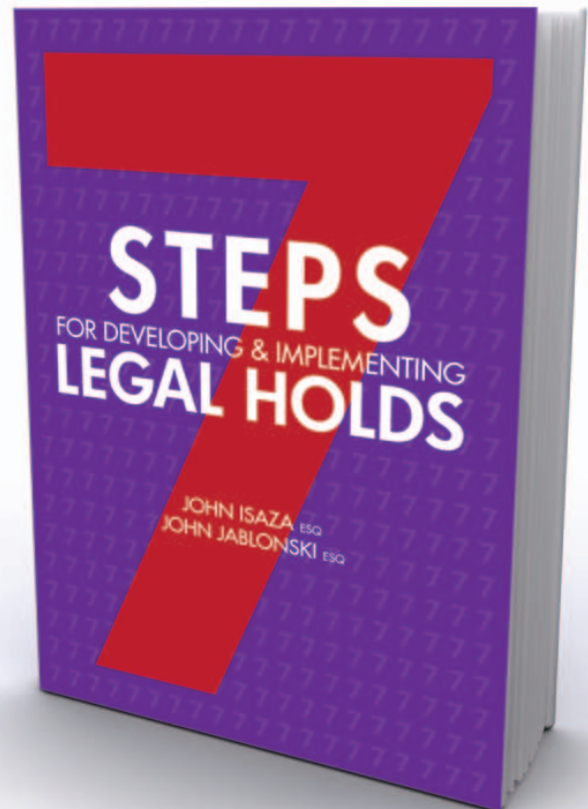
An organization's effectiveness in responding to discovery hinges on its ability to place legal holds on relevant information, including electronically stored information (ESI). This book explains the steps necessary to design and implement a credible business process for preservation of all forms of information, including ESI.

Starting with an introduction explaining the duty to preserve documents and records, this book leads readers through the seven steps of the legal hold business process:

1. Identifying triggering events
2. Analyzing the duty to preserve
3. Defining the scope of the hold
4. Implementing the hold
5. Enforcing and examining the hold's effectiveness
6. Modifying the hold
7. Monitoring and removing the hold

The book concludes with advice for overseeing the legal hold business process, covering such topics as training, auditing, tracking, and dealing with overlapping holds.

Includes removable, color-coded legal hold process flow chart for easy reference.



**Coming in March from ARMA International**

Contact [bookstore@arma.org](mailto:bookstore@arma.org) for availability  
**Save 10%!** Use promo code **JILA09**

**BOOKSTORE** ARMA INTERNATIONAL  
[www.arma.org](http://www.arma.org)