**SAMPLE PRA HOLD MEMO**

**To:** *(Insert recipients)*

**From:** *(Insert author)*

**Date:** *(Insert date)*

**Re:** Public Records Hold Regarding *(Insert general topic or requester name)*

*(Insert requester)* has filed the following Public Records Act records request to *(insert agency)*:

*(Insert records request)*

If any records that could be responsive are in your possession, you must **now maintain** these records and suspend all ordinary destruction and recycling procedures of potentially responsive records. This includes **email**, **voicemail** and any **other electronic media**, as well as **handwritten notes** and **drafts of documents** related to or referring to the **subject of the request**. If back-up tapes exist that would contain this information, they should be removed from the back-up cycle and preserved by appropriate information technology staff.

By way of example, relevant records that must be retained could include, but would not be limited to:

* *(Insert topic covered by request)*
* *(Insert topic covered by request)*
* *(Insert topic covered by request)*

If in doubt about whether a record is responsive, please retain it. Destruction of relevant records could be harmful to *(insert agency)* and may violate state law. All records affected by this hold must be retained until you receive written notification from me that the records are to be collected or that the hold is lifted.

You have received this memorandum because we believe that you may have relevant records. Please forward this memorandum to anyone to whom it was not addressed that you believe may also have responsive records and inform me that you have taken that action. If you do not have records affected by this hold, you are not required to take any further action. If you have any questions about your obligations, please contact me at *(insert e-mail and phone number)*. Thank you for your assistance and cooperation.

*This form does not constitute legal advice. Consult with counsel regarding sufficiency of your sample PRA hold memo.*