

From: Martin, Marvin R.
To: GRP:I/R: RJRPO1 Dist. #5
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Subject: Electronic Document Retention

Attachments:
EDRETEN.DOC

- - Important - - Please read immediately

TO: Distribution (RJRT's Electronic Mail and Personal Computer Users)
FROM: Marvin R. Martin
DATE: April 27, 1994
SUBJECT: Electronic Document Retention

A Federal District Court Judge in Louisiana has signed an order requiring Reynolds, and all other parties, to preserve all "documents" that may be relevant to (i) the manufacture, testing, and/or composition of cigarettes and (ii) any claim of any of the plaintiffs or any defense urged by any of the defendants in that lawsuit. [The term "documents" is very broad and includes electronic media (i.e. computer tapes, diskettes, voice-mail, PC files, etc.) as well as written and printed material.]

The Order is both vague and broadly worded and it is asked that you ensure that all documents potentially covered by it be preserved. The Law Department is asking the Court to clarify the Order to better define the documents we must keep. You will be notified as clarification occurs.

As a user of the RJRT information processing and computing environment, it is important that you be aware of this Order. The impact of this Order on your day-to-day business activities with regard to the RJRT computing environment will be, for the most part, minimal. Information Resources will preserve data and information contained in the mainframe and mid-range computer systems supporting our business and manufacturing operations, our electronic mail system, our voice mail systems and their associated software. You may notice slight variations in features and functions or response times to accommodate the preservation of corporate data. For example, to ensure preservation of electronic mail documents, **DO NOT DELETE MESSAGES THAT ARE LESS THAN 24 HOURS OLD.**

The most significant impact to you is at the PC level where you might have "documents" stored on your hard disk or diskettes (i.e. word processing, spreadsheets, presentations, etc.). It is not practical to retain such data from a central point. If you need to create hard disk space in your PC, simply copy files to a diskette prior to deleting them. Naturally, the diskette should be labeled and retained.

If you have any questions regarding the process for accomplishing a disk copy, please call the System Hotline/Help Desk at 741-5713 for assistance.

If you have any questions or confusion as to whether a document should be preserved, please err on the side of keeping the document. Sharon Johe (0644) and Dan Donahue (0656) will be glad to attempt to answer any questions you may have.

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