5 Steps to Creating the Most Defensible Legal Hold Audit Process

Zapproved has published “Audit Trail Checklist: Set Yourself Up for Success,” a guide that presents five steps to a defensible legal hold audit process.

The guide **can be downloaded** from Zapproved’s website at no charge.

“Litigation is inevitable – and all too often, so are accusations of lost, destroyed or withheld evidence,” the company says on its website. “Yet many companies aren’t prepared. They may not have a clear record of when a legal hold was issued or who received it – meaning they have to scramble to put notices together when litigation arises. Out-of-date legacy systems of complicated spreadsheets or confusing email read receipts are expensive, time-consuming and risky.”

Zapproved’s audit trail checklist provides five simple steps to create a customized litigation response plan. It includes an outline of where to start, which is where discovery obligations begin, with the Federal Rules of Civil Procedure. It goes on to discuss tips on assessing your current approach and selecting automated, cloud-based tools based on today’s best technologies. The guide also includes suggestions on how to get a team on board.

Download the guide.