Litigation Hold Notice Template

Document No.: T-01-001 Effective Date: 05/2026

Date: _____

To: Board Members, Officers, Committee Chairs, and Volunteers

From: _____ (Board President)

Re: Immediate Suspension of Record Destruction

The Association has become aware of:

☐ Pending litigation
☐ Threatened litigation
☐ Government inquiry
☐ Audit
☐ Formal complaint
☐ Other: _____

Effective immediately, **all destruction of documents must cease** for any records that may relate to this matter.

This includes:

- Paper files
- Emails
- Text messages
- Digital files
- Financial records
- Contracts
- Meeting minutes

No records may be altered, deleted, shredded, or discarded until further written notice.

Failure to comply with this directive may expose the individual and the Association to legal liability.

This hold remains in effect until formally lifted in writing by the Board.

Signed: _____ **Date:** _____

Title: _____