

[Plaintiff] v. [Defendant]
IT REPRESENTATIVE INTERVIEW FORM

IT Representative Personal Information

1. Name: _____

a. Location:



b. Phone: _____

c. Fax: _____

d. Email Address: _____

2. Education/Military Experience:

3. Prior Employment:

4. Length of Current Employment: _____

5. What is your current job title? _____

a. When did you start in this position? _____

b. Briefly state your responsibilities.

c. Who were your predecessors in this job and where are they now?

d. State any other positions/titles you have held with the company (or its predecessors) since 1990, the date you held those positions, and your responsibilities in each position.

e. Who were your successors in these jobs and where are they now?

6. List all location(s) or plant(s) you have worked at while employed with the company (or its predecessors) and the dates you worked at each.

Company's IT Structure

7. Who is responsible for creating and maintaining the company's IT system?

8. What types of data are kept electronically?

9. Are electronic documents stored on network servers?

a. Which servers?

b. Where are the servers located?

10. What is the structure/architecture of the company's IT system?

11. Does the company allow employees to connect to the system remotely or through the internet?

Company's Record Keeping Practices

12. What is the company's written policy for Document Preservation/Document Destruction Policy?

13. What is the company's written policy regarding preservation of email?

14. What is the company's actual practice with regard to document preservation/destruction?

15. What is the company's actual practice with regard to preservation of email?

16. What is the company's written policy with regard to the preservation or deletion of information on company laptops or computers that had been issued to employees who resign or are terminated?

17. What is the company's actual policy with regard to preservation and deletion of information on company laptops or computers that had been issued to employees who resign or are terminated?

Employee Access to IT System

18. Does the company issue laptops to its employees for business? _____

a. How are the files on employee laptops stored?

b. Where are employee laptops kept?

19. If now is not a good time to review and collect the relevant documents in your office, when will be? _____

Company's "Document Hold" Policies for Other Ongoing or Anticipated Litigations

20. Are there any documents subject to a preservation order or document hold notice currently in affect? _____

a. If so, what types of documents are they?

b. Who are the custodians that are affected by the document preservation order/document hold notices?

21. Do you know of anyone else who might have documents or information relating to the topics we've discussed?

22. Do you know of anywhere else documents relating to the company's IT system or any of the other topics we have discussed might be found?

23. Is there any other information you can think of that would help us locate relevant files?

Instructions to the IT Representative:

1. You should not delete or in any other way destroy any files that may be relevant to this matter.
2. The scanning process will take up to 2-3 days depending on the volume. The scanning will be done on-site so that any documents you need during that time will be accessible. Please see one of the team members for assistance.

Interviewer: _____ **Date:** _____