IT REPRESENTATIVE INTERVIEW FORM

IT Representative Personal Information

1. Name: ____________________________________________________________________________
   
   a. Location: 
      __________________________________________
      __________________________________________
      __________________________________________
      (Attached Business Card)
   
   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:** ________________