

Legal Hold Representatives Project OMF Cross-Functional Team

Project Charter

Team Sponsor(s)	Team Lead	Type of Team	Kickoff Date	Target End Date
Betsy Ames, Bryant Enge, Kate Wood, Anna Kanwit	Celia Heron	Standing	August 2012	none
Project Purpose	Ensure OMF has identified and trained appropriate staff to ensure that materials needed in the event of a “legal hold” are retained and available as needed.			
Project Definition	Bureaus of the City have an obligation to preserve records and evidence in their possession, custody and control that may be relevant to pending litigation. This applies to both electronic records and to paper records and physical evidence. In May 2010, Linda Meng (City Attorney) sent a memo to Council advising them on the issues and importance of legal hold responsibilities. More recently, in February 2012, the City Attorney sent an e-mail asking all bureaus to identify their respective legal hold representatives and informing them that the City Attorney’s Office would provide training in the coming months. In order to ensure complete and consistent legal hold practices within the bureaus and divisions of OMF, this cross-functional team was created.			
Decision making / Scope of Authority	The project team has level 2 decision-making authority to recommend business practices vis-à-vis legal hold issues. The CAO is the decision-maker.			
Goals and Deliverables	<ul style="list-style-type: none"> • Respond to City Attorney’s request to identify Legal Hold Representatives for OMF bureaus and divisions. • Ensure OMF staff receives the training from the City Attorney’s Office/Risk Management regarding Legal Hold Representatives. • Develop OMF policies and procedures as necessary to ensure OMF bureaus and divisions are aware of and implementing appropriate record retention practices to comply with Legal Hold requirements, including: <ul style="list-style-type: none"> – <u>Separation of employment practices.</u> Identification and retention of relevant records at the time an OMF manager leaves OMF employment. This may extend to other OMF employees who have a likelihood of having records with a high potential for litigation. • In coordination with OMF record retention managers, develop an initial assessment of how OMF bureaus and divisions maintain their electronic and paper records; and the practices regarding record destruction. 			
Project timeline	Identify legal hold reps (March 2012); attend legal hold training organized by the City Attorney’s Office (tentatively set for July/August 2012); start holding cross-functional team meetings to discuss means by which to implement best practices vis-à-vis legal hold issues (August 2012).			
Customers	Legal hold activity affects all of OMF and could impact the City as a whole.			
Cross-functionality of team	The team will be comprised of the staff in OMF bureaus and divisions that has been identified by the respective bureau and division managers as the legal hold representatives for their organization. Because each bureau is responsible for ensuring it handles its legal hold responsibilities properly, this cross-functional team needs to include one member from each of the OMF bureaus and divisions.			

Team members	CAO's Office – Project lead Celia Heron Enterprise Business Solutions – Kevin Campbell Bureau of Financial Services – Accounting – Lois Summers Bureau of Financial Services – Public Finance and Treasury– Jennifer Cooperman Bureau of Financial Services – Financial Planning– Jeremy Patton Bureau of Human Resources – David Rhys Bureau of Human Resources – Shianne Scott Bureau of Internal Business Services – CityFleet – Don DePiero Bureau of Internal Business Services – Facilities – Diane Seaton Bureau of Internal Business Services – P&D – Matt Spitulski Bureau of Internal Business Services – Procurement – Barb Gibson Bureau of Internal Business Services – Risk Management – Leanna Smith Bureau of Technology Services – Logan Kleier Business Operations – Kelly Ball Business Operations – Sharon Wolf Revenue Bureau – Sarah Keele
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