

Legal Hold
OMF Cross-Functional Team

Quarterly Status Report
March 2013

Team Sponsor(s)	Team Lead	Date of Last Report	Date of this Report
Betsy Ames, Bryant Enge, Kate Wood, Anna Kanwit	Celia Heron	December 2012	March 2013
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.		
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).		
Team members	CAO’s Office – Project lead Celia Heron Enterprise Business Solutions – Michelle Ladd Bureau of Financial Services – Accounting – Lois Summers Bureau of Financial Services – Public Finance and Treasury– Jennifer Cooperman 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		
Other changes	Kevin Campbell and Jeremy Patton are no longer members. Michelle Ladd replaces Kevin.		
Current Status	The team met with City Attorney staff for an overview training of the responsibilities of a legal hold representative and the need for each bureau to create “preservation plans”. Second meeting was held of the CFT to discuss an approach to developing a base preservation plan for OMF and then to tailor it to meet specific needs of each OMF bureau and division.		

	This team did not meet in the last quarter, due to other work priorities.
Next Steps	<ul style="list-style-type: none">- Convene the team along with technical staff from BTS to discuss the technical aspects of naming, filing, and searching for electronic documents.- Develop a draft preservation plan to use as OMF template