IHS-977 (10/2018) DEPARTMENT OF HEALTH AND HUMAN SERVICES

Indian Health Service

**Certification for Stored Litigation Hold Documents**

In the event of a litigation hold, Indian Health Service (IHS) and its employees must take measures to preserve relevant information that is in their possession, custody, or control. IHS must identify, preserve, and refrain from discarding material related to the litigation, including documents, tangible things, and electronically stored information. Hence, you are obligated to take the following steps: (1) Identify all such information and where it is located in Part C; and (2) Certify that you received notification of this Litigation Hold and that you have read, understand, and agree to comply with the preservation instruction in Part D.

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| **PART A – GENERAL INFORMATION** | |
| 1A. Name | 1B. Office Location |
| 1C. Email Address | 1D. Phone No. (*Including Area Code*) |

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| **PART B – ACKNOWLEDGEMENT OF LITIGATION DOCUMENT(S)** |
| Do you have any relevant document(s) relating to the attached litigation hold in any format?  YES (*Complete Part C and D*)  NO (*No further action is required and complete Part D*)  **NOTE:** *If additional documents, tangible things, or electronically stored information are received and/or created after the initial submission of form IHS-977, which relate to the attached litigation hold, you must contact the Litigation Hold Coordinator. All material shall be segregated and preserved until further notice from the Office of the General Counsel.* |

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| **PART C – STORAGE OR DOCUMENTARY MATERIALS** | | | | | | | |
| Indicate How Records Are Stored (*Check all that apply*) | | | | | | | |
| (a)  Hard Copy | (b)  Agency Systems | (c)  Agency Systems – Network Data | (d)  Agency Systems – Mobile | (e)  Non-network Data | (f)  Personal Non-Network Data | Volume of Records  (Cubic feet or bytes) | Physical  Location/Room No. |
| Printed Email | Email Account | Personal Drive Documents/Files/ Folders | Blackberry / iPhone | Local ‘C’ drive | Document – File/Folders | Cubic Feet (Paper) | Location |
| Case Files | PST Files (Archives) | Shared Files/ Folders | Other | Portable Media/Thumb Drives | Email messages | Bytes (Electronic) | Room No. |
| Calendar / Appointment Books | Calendars | Other |  | Deleted Items (Recycle Bin) | Portable Media/Thumb Drives |  | Records Center |
| Other | Other |  |  | Other | PDAs |  |  |
|  |  |  |  |  | Other |  |  |

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| **PART D – CERTIFICATION** | | | |
| I certify that I have received, understand, and accept my obligations to preserve any and all information (as defined above) I may have now, as well as such information I may subsequently receive, create or modify. I further understand and accept that my continuing litigation hold duties requires that I preserve all such information in “native” format, and that I **NOT** delete or destroy any such information until I receive formal written notice that this litigation hold is discontinued. To carry out these obligations, I will initiate and take the mandatory steps to preserve this information. | | | |
| 1A. Title | 1B. Signature | | 1C. Date Signed |
| **For additional information contact:**  Litigation Hold Coordinator  Indian Health Service  Office of Management Services  Division of Regulatory Affairs  5600 Fisher Lane, Mailstop 09E70  Rockville, Maryland 20857 | | **Return completed Certification to:** | |