

Ex. F

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Date: 6/4/2007 9:16:07 AM

Subject: Fwd: ISD Instructions for Litigation Data Preservation Process for SH 121

All,

This is follow up information on the TxDOT litigation hold on data related to the SH121 project.

We are required to begin finding and saving ALL electronic documents related to this pending litigation.

ALL offices need to be aware of this process, even if your office is not affected by the SH 121 project. You will need to be aware of methods for preserving electronically stored information, in the event a litigation hold is needed for a project your office is involved in.

The size of this effort and the need to make it as easy as possible to collect and to review the electronic documents, a standardized process will be implemented statewide. The process can be broken into three parts: Preservation of email, preservation of local and shared electronic documents (Word, Excel, Microstation or other types of documents) and restoration of electronic documents that exist only on the tape backup systems. Below are overviews for each of these three processes. Included is a list of tasks and sample instructions that should be sent out to all of your users. Please modify them to match your environment.

Preservation of email:

Attached are the detailed instructions on how to handle email preservation. We will use the shared folder feature of Groupwise to create and share a folder with a special email account set up for each data preservation request. Only users having email will be requested to create the shared folder. Once the shared folder has been established, users will create an email rule to forward any email placed in that folder into the special email account that OGC will have access to. Only users with in scope email shall create the shared folder and move in scope email to it. Once OGC determines preservation of the email is no longer needed the shared folders can be unshared.

Preservation of Electronic Documents:

A statewide drive letter is being created. It will work similar to a users U: drive with the following exceptions:

- The drive letter will be L:;
- users will have only Create, Write, File Scan and Read rights to this network storage location,
- a "L:\SH121" directory has been created for the purpose of storing the current SH121 data preservation effort, and
- once a user has copied a file into the L: drive they will be unable to delete or modify the file.

ISD has created a central storage area at each district headquarters and one for the Austin campuses. A container level drive mapping has been added to establish L: drive for each user. Electronic documents copied to the L: drive will then be automatically copied to a central location for review by the interested parties. Once OGC determines preservation of the documents is no longer needed, the subdirectories and files will be deleted. The L: drive will remain for future preservation efforts.

As new user accounts are added, D/D/O IT staff will need to create the user L: drive location and grant the user Create, Write, File Scan, and Read rights to them.

Restoration of Electronic Documents

Some email and electronic documents will only exist on tape backup systems. Users should be instructed to provide DDO IT staff with a list of files or emails that exist only on tape media. It is the responsibility of the IT staff to then restore where possible and make the recovered files available to the users for review. It is then the responsibility of the user to use the one of the two methods above to preserve the electronic information.

D/D/O Tasks

- Provide user instructions on the preservation process.
- Provide information and instructions on the use of the L: drive.
- Provide information and instructions on how to request tape backup file restores.

Sample User Instructions for IRA to provide:

All,

TxDOT has been tasked with preserving all electronic documents and emails related to the SH121 Project located in the Dallas and Ft. Worth Districts. A new drive letter has been created that will be used to hold copies of any electronic documents that meet the data preservation criteria. Instructions for preserving emails are attached. Additional instructions on requesting the restoration of electronic documents and emails that have been deleted but exist on your D/D/O's tape backup system are included. Below are the detailed instructions that every user at TxDOT must follow to be in compliance with this data preservation order.

1. How to save electronic documents - You should now have a L:\SH121 drive. If you do not, contact your IRA staff. Copy all documents that meet the criteria of this data preservation order to the L:\SH121 directory. Be careful, once you copy it you will not be able to delete or overwrite it. Any qualifying document no matter where it is located (local drive, server drive, CDROM, DVD or USB thumbdrives) should be preserved.

2. How to preserve email - If you have qualifying email to preserve, follow the attached instructions to create a Groupwise shared folder, share it with a special email account, and create a rule to forward email to that account. You need to restore any qualifying email saved to a Groupwise archive and move it to the shared folder. NOTE: Please do not create the shared folder if you do not have qualifying email.

3. Restore deleted electronic documents - If any qualifying electronic documents exist only on tape backup media, please provide the file name, date, and original file location to your IRA staff.

You will be notified when to stop preserving data.

Thanks

CC: "Connie Bohuslav" <CBOHUSLA@dot.state.tx.us>, "Carolyn Icard" <CICARD@dot.state.tx.us>, "Jeremiah Kuntz" <JKUNTZ@dot.state.tx.us>, "Maria Finch" <MFINCH@dot.state.tx.us>, "Mary Anne Griss" <MGRISS@dot.state.tx.us>, "Nancy Handrick" <NHANDRIC@dot.state.tx.us>, "Shirley Macik" <SMACIK@dot.state.tx.us>, "Shawna Russell" <SRUSSE1@dot.state.tx.us>, "Teresa Lemons" <TLEMONS@dot.state.tx.us>, "Zeke Reyna" <ZREYNA@dot.state.tx.us>

Process for Preservation of Data

1. Creating a Shared Folder for SH121 email
2. Creating a rule to forward a copy of all SH121 email to a central account

Creating the Shared folder in GroupWise:

1. Select the File\New\Folder option.
2. In the pop-up window, choose Shared folder. Select Next.

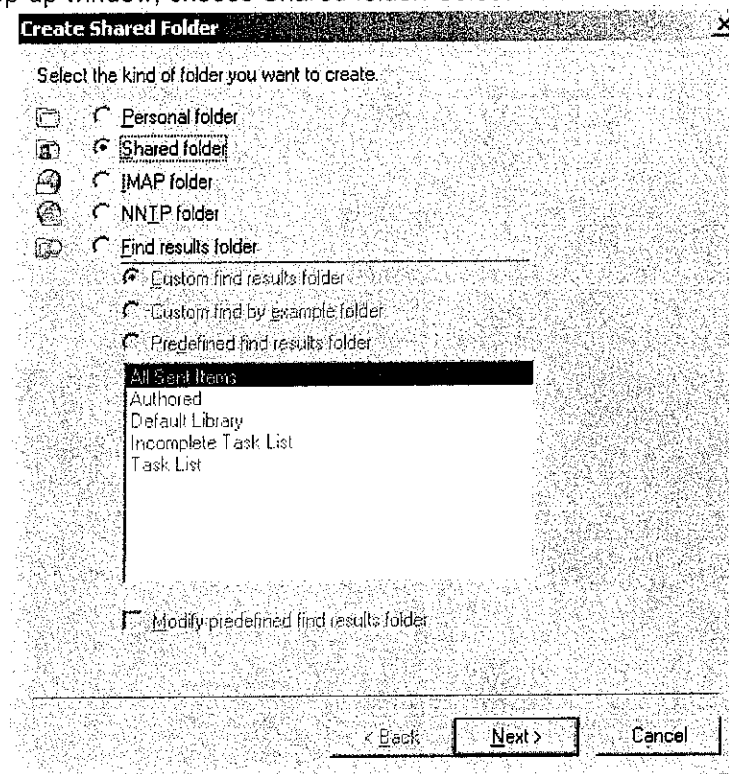


Figure 1

3. The folder name will be your userid followed by "SH121". Select Next.

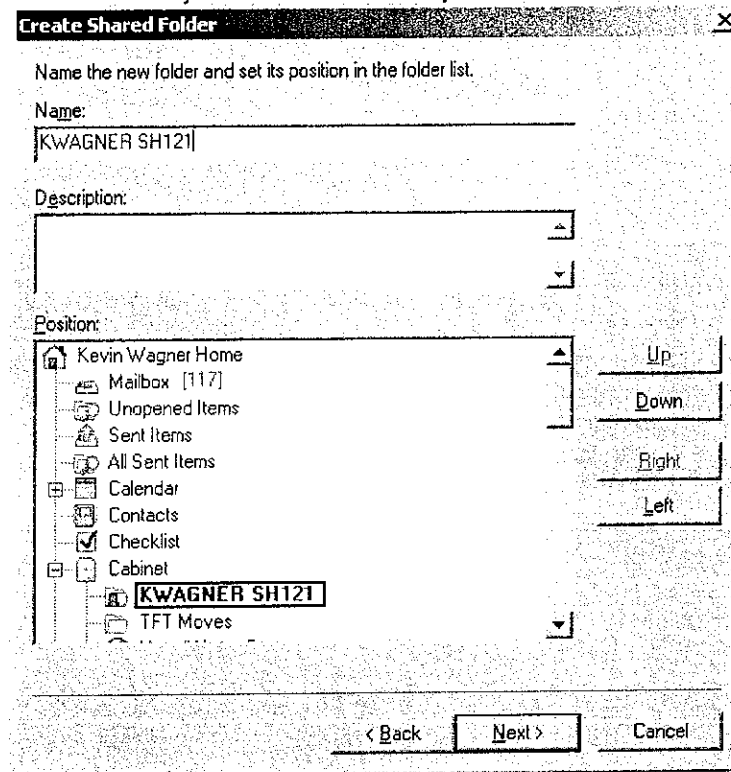


Figure 2

4. Add SH121 Reference to the Access list. Select Add User.

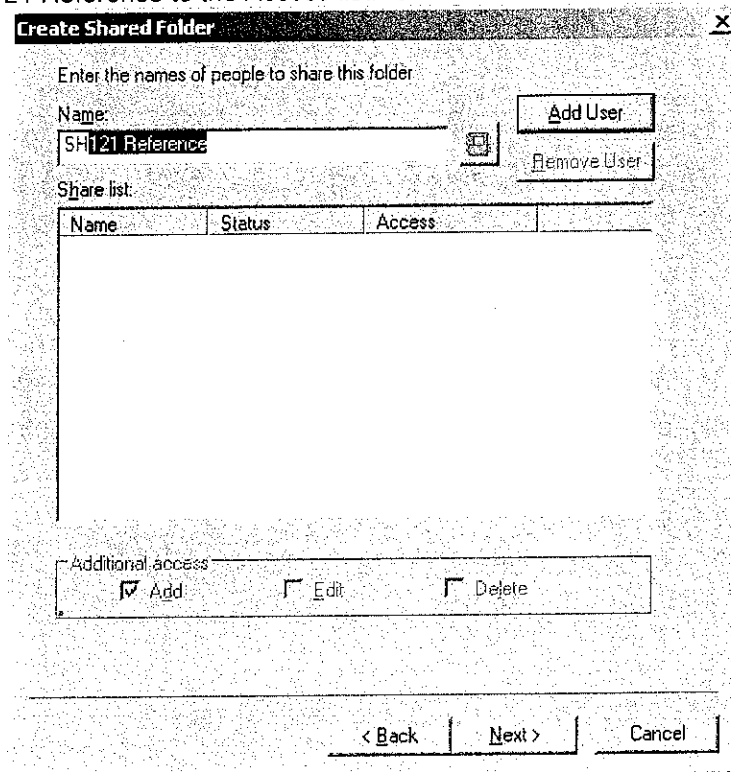


Figure 3

5. Access granted should be Read only. Select Next.

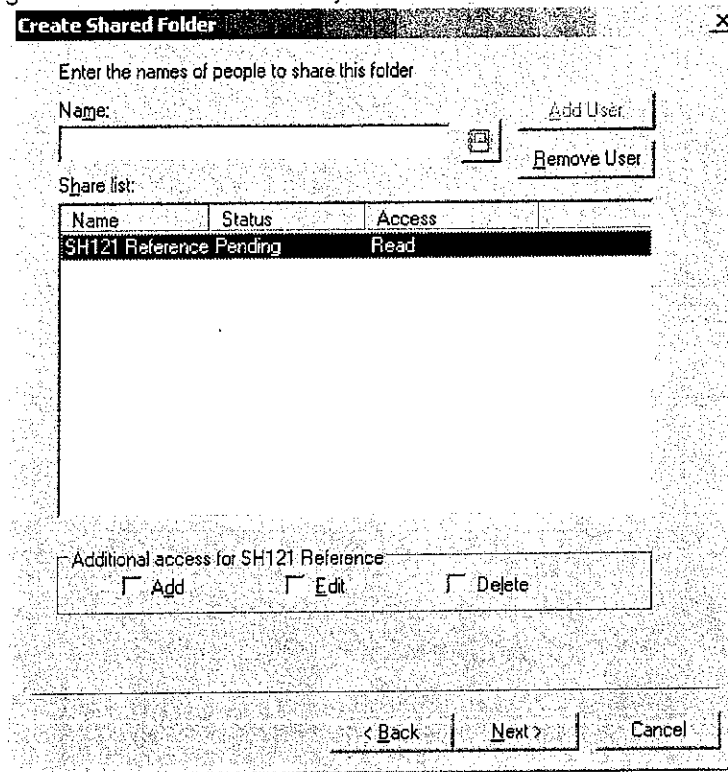


Figure 4

6. No modifications are necessary when defining the folder settings. Select Finish to create the folder.

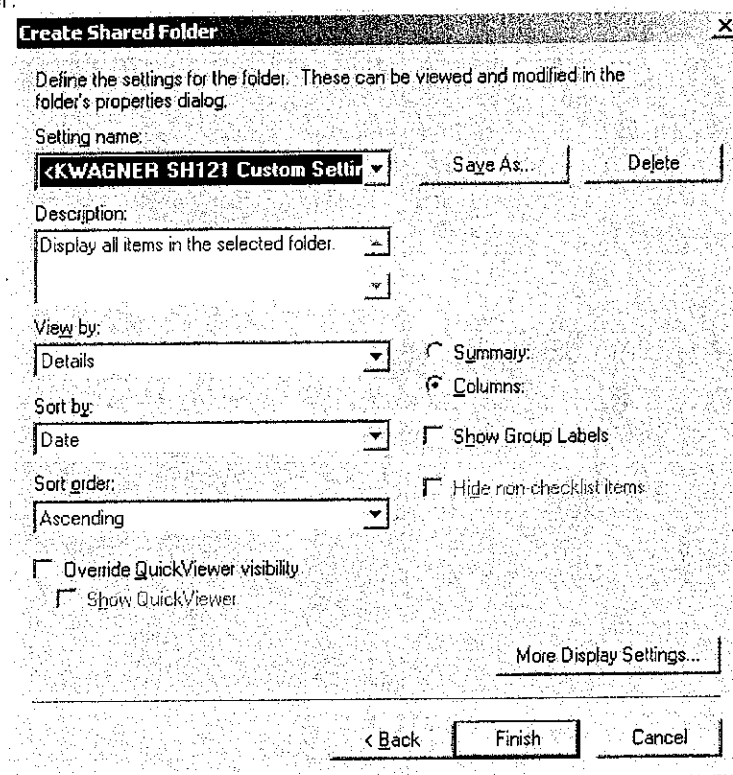


Figure 5

A Shared Folder Notification window will appear stating the SH121 Reference email account will receive notification of the created folder. Select OK.

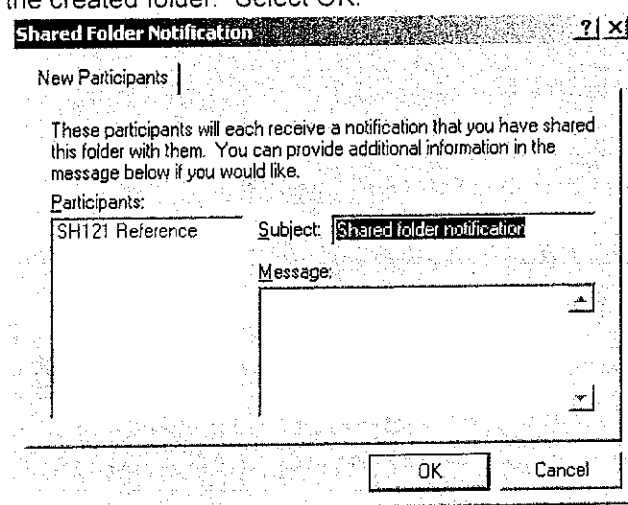


Figure 6

Creating a rule to forward email to the SH121 Reference email account

1. Select Rules from the Tools pull-down menu.
2. Select the New button in the Rules Dialog Box.
3. Name the rule SH121 Forward.

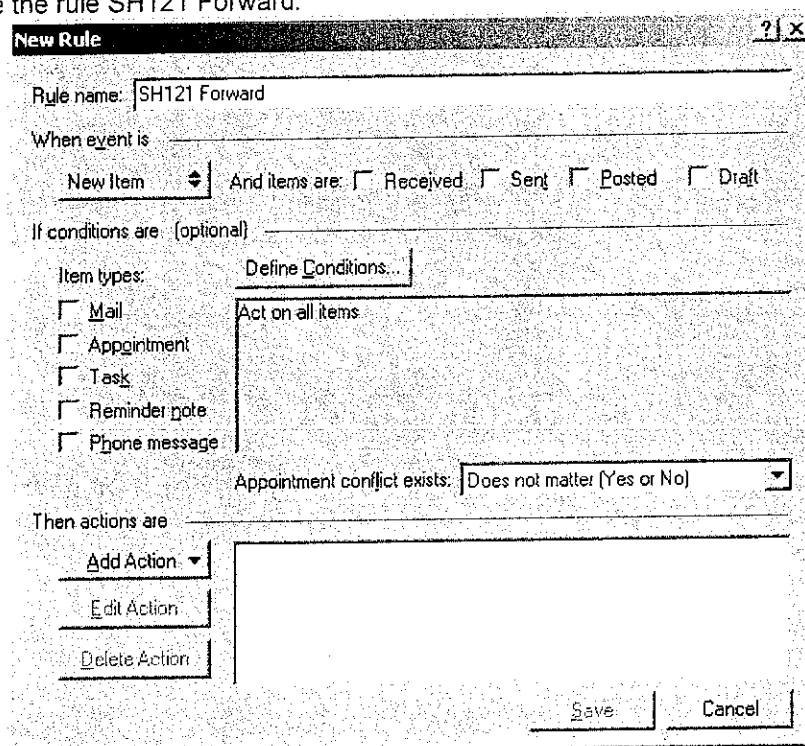


Figure 7

4. Change the event from New Item to Filed Item.

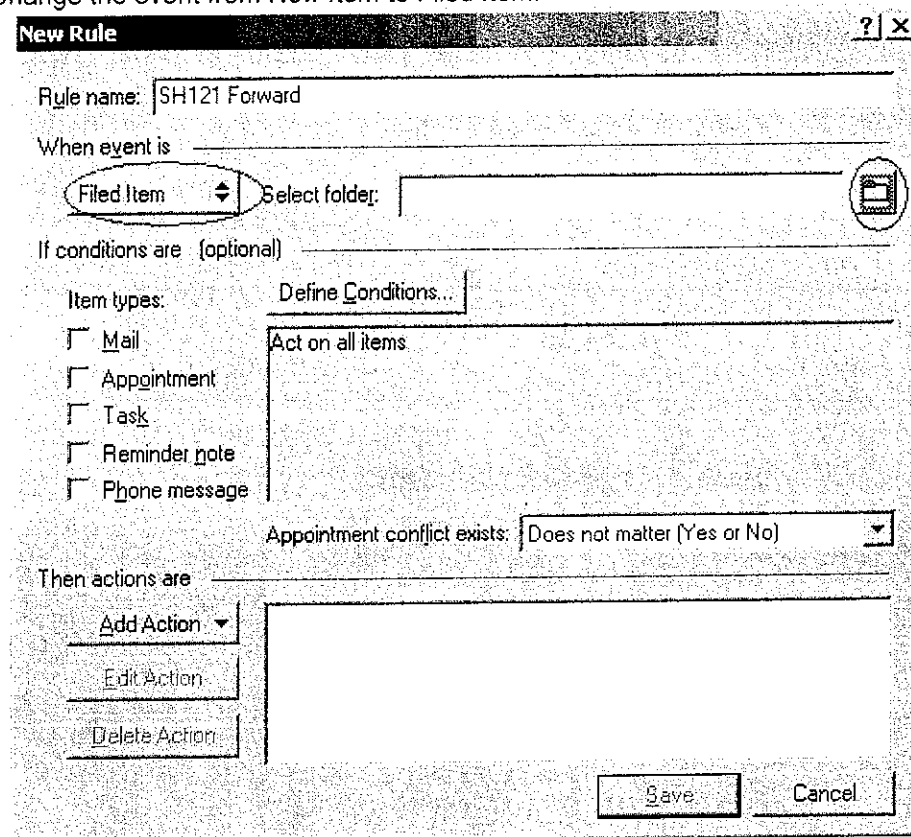


Figure 8

5. Mouse click the Select folder button located to the right of the Select folder field.
6. In the Folders pop-up window, select the "userid" SH121 shared folder created earlier. Figure 10 shows the Select folder field after the SH121 shared folder has been selected.

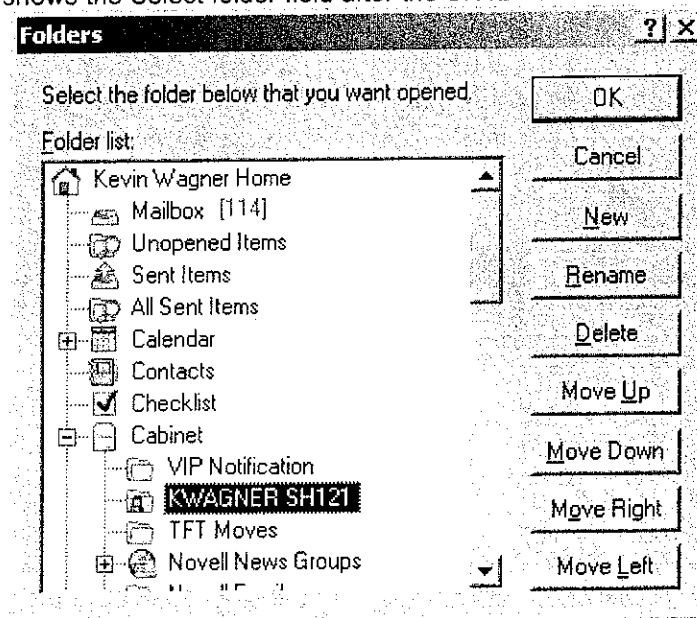


Figure 9

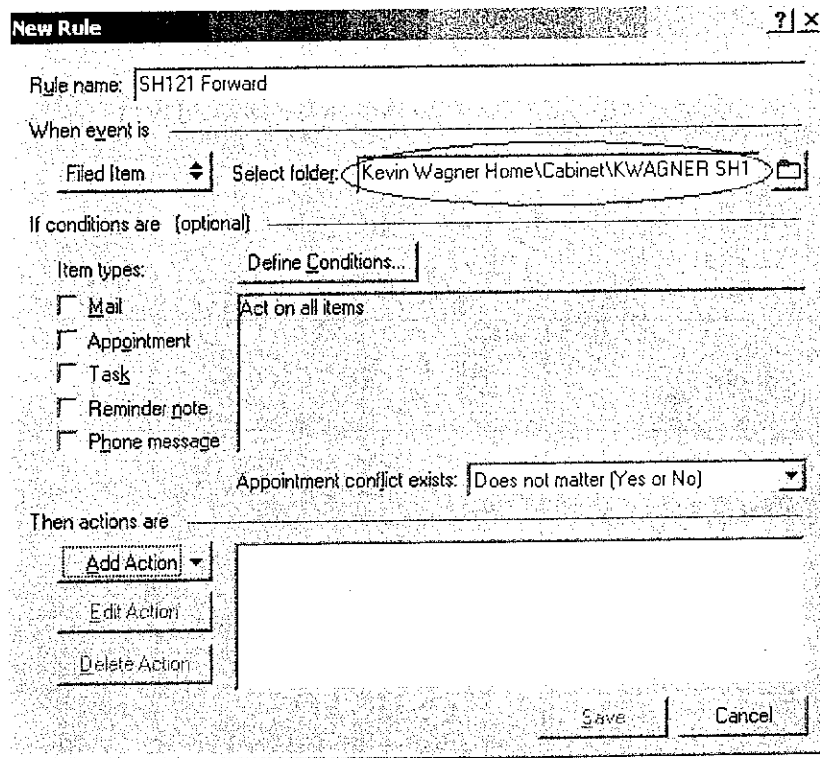


Figure 10

7. Select the Add Action button and choose Forward ...

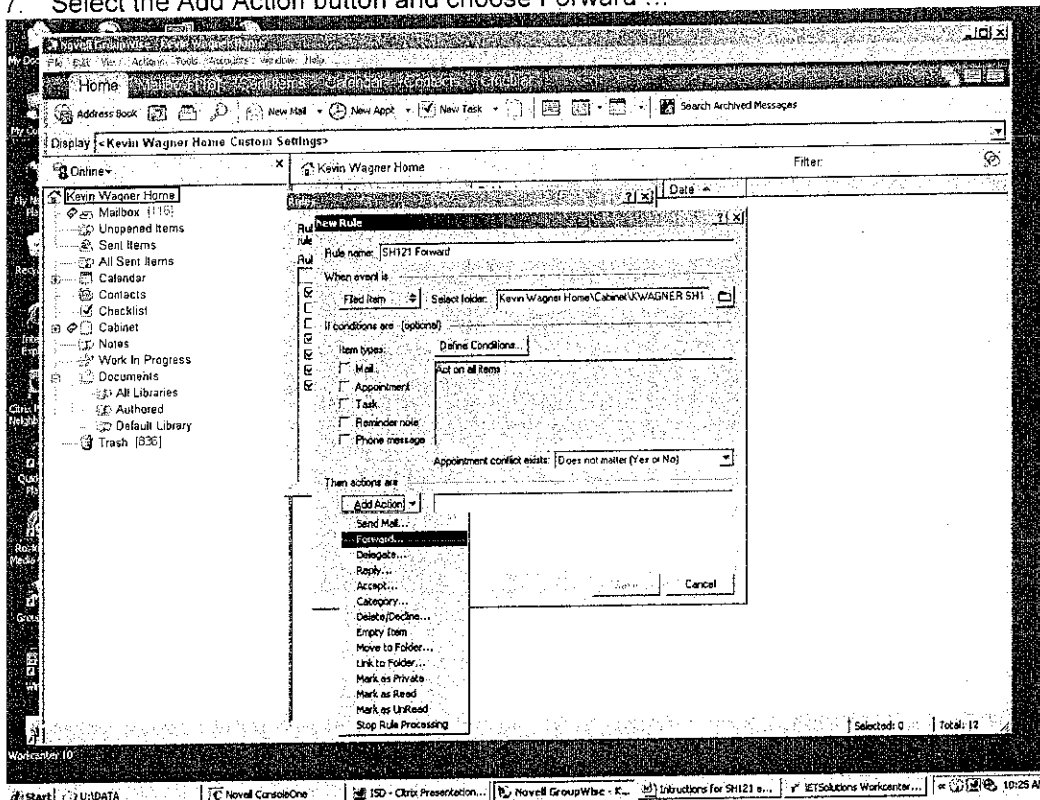


Figure 11

8. Type SH121 Reference in the To field. Select OK.

The screenshot shows the 'Forward' dialog box with the following fields and values:

From:	Kevin Wagner	CC:		OK
To:	SH121 Reference	BC:		Cancel
Subject:		Files:		Address Book...
Message:				

Figure 12

9. Select Save to save the new rule.

The screenshot shows the 'New Rule' dialog box with the following configuration:

- Rule name: SH121 Forward
- When event is: Filed Item
- Select folder: Kevin Wagner Home\Cabinet\KWAGNER SH1
- If conditions are (optional): Define Conditions... (button)
- Item types: Mail, Appointment, Task, Reminder note, Phone message
- Act on all items
- Appointment conflict exists: Does not matter (Yes or No)
- Then actions are: Add Action (dropdown), Edit Action, Delete Action
- Action list: forward To: SH121 Reference
- Buttons: Save, Cancel

Figure 13

All email items referencing SH121 should be placed into the SH121 shared folder. Those items will be shared with the SH121 Reference GroupWise account and forwarded to the account as well.