



**DUTY TO PRESERVE EVIDENCE
(INCLUDING ELECTRONICALLY STORED INFORMATION)**

_____, a current employee of USF, has filed a charge of discrimination with the Equal Employment Opportunity Commission (“EEOC”). She alleges that USF failed to promote her to the position of _____ on the basis of _____, in violation of Title VII of the Civil Rights Act of 1964. She further alleges that she was harassed on the basis of her _____, and that she was retaliated against after she complained of the alleged discrimination/harassment.

USF and all of its faculty and staff are under a legal duty to preserve all potentially relevant information pertaining to this matter. Potentially relevant information will include, but is not limited to, the applications/resumes/cover letters of all applicants, copies of all advertisements, any recruitment worksheets, any candidate review forms, and any other documents reflecting the hiring and selection process for position _____. Potentially relevant information will also include, but is not limited to, personnel records relating to [complainant] or [alleged harasser], any complaints filed by or against [complainant] or [alleged harasser], and documentation of investigations of any complaints filed by or against [complainant] or [alleged harasser].

Accordingly, steps should be taken to identify all relevant paper files and to ensure the retention of such files. In addition, steps should be taken to identify all relevant information which is currently stored in an electronic format, which may include emails. If you have any electronic information that may have a bearing on this lawsuit, you will need to preserve such information in its original electronic format. Please contact IT if you have questions regarding the technical aspects of this request and how it should be implemented.

We know that this is a time consuming and inconvenient task, and we appreciate your cooperation. If you have any questions, please feel free to contact me.

As a final reminder, please note that the University prohibits retaliation against any individual who has made allegations of discrimination and/or harassment.