



**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 aga

o identify all relevant information which is

\_\_\_\_\_ 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 re