



# Litigation Alert

## **NEW FEDERAL RULES REQUIRE COMPANIES TO TRACK EMPLOYEE E-MAILS!**

Thanks to the new Federal Rules, U.S. Companies will need to keep track of all electronically stored data, including e-mails and voice mail messages generated by their employees.

Any company involved in Federal litigation must be able to produce as part of the discovery process, “electronically stored information” when the evidence is shared by both parties before trial.

Companies must know what electronic data they have and where it is located and establish policies to preserve it from accidental destruction; such as, when an IT employee routinely copies over a computer-backup tape.

### ***The prepared company...***

will put in place a company-wide, written policy that is in compliance with the new Federal Rules, which includes a detailed inventory of the types of electronically stored documents and their location on the system. Updating your company policies today in regard to these new Federal Rules can aide your business should it be involved in litigation down the road.

Contact Kim Ritter ([kritter@minorbrown.com](mailto:kritter@minorbrown.com)) or John Logan ([jlogan@minorbrown.com](mailto:jlogan@minorbrown.com)) today for more information.

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