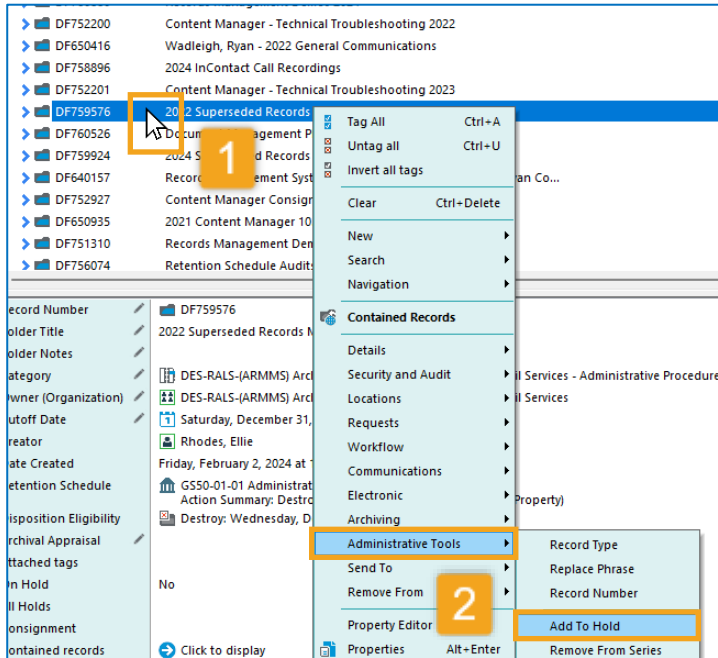




Content Manager (CM) Guide

Add Records to a Legal Hold

This is guidance for how to add records in Content Manager to legal hold(s). Legal hold notices are issued by attorneys when records need to be preserved because of anticipated, pending, or ongoing litigation. Adding records to holds in Content Manager ensures that those records will be retained and preserved until the holds are lifted, during which time they cannot be deleted or dispositioned.



Start by opening Content Manager. Then locate the **Boxes or Digital Folders*** that should be added to a hold

To add multiple records at one time, first tag all records to add to the hold and follow the same steps below. Click **OK** and **Yes to All** when prompted.

* It is only possible to add a hold at the parent container level, i.e. Box or Digital Folder.

- 1. Right click** on the record
- 2. Select Administrative Tools** and then **Add to Hold**

The next window will display all active legal holds that have been issued by the **Prosecuting Attorney's Office (PAO) Civil Division**. To use a legal hold that is **not** on the list, contact Records Management at records.management@kingcounty.gov.

The holds are listed in alphabetical order. You can scroll through the list, begin typing to search by a hold title (include an asterisk (*) before the search term), or click one of the column headings to sort by different fields. For additional details (such as additional case numbers), refer to the Notes field for each hold in the bottom of the window.

[continued next page]

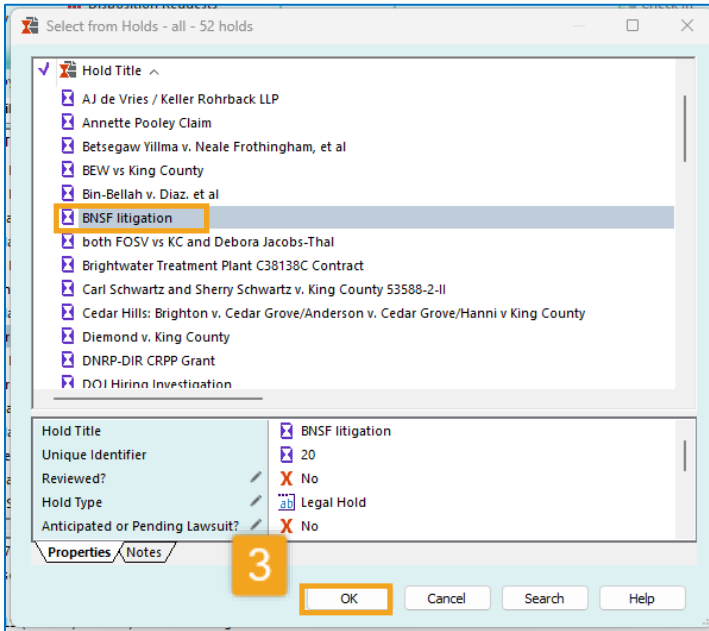


King County Records Management Program
206-477-6889 – records.management@kingcounty.gov
www.kingcounty.gov/recordsmanagement



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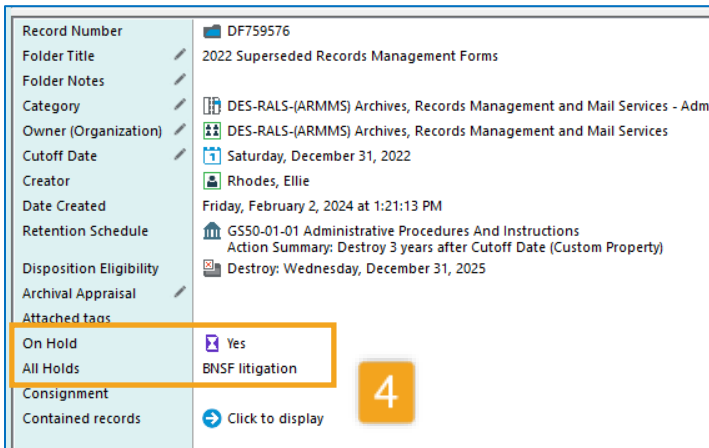


3. Navigate to the appropriate hold and either **double click** on it **OR** select the hold and then **OK**

4. To confirm that the records have been added to the correct hold, refer to **On Hold** and **All Holds** in each record's Details Pane (lower horizontal section).

After this, no further action is required; the records will remain on hold until the hold is lifted.

When the hold has been lifted, we will receive notification from the Prosecuting Attorney's Office and those holds will be lifted in Content Manager by Records Management staff.



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