



IMPLEMENTING A LEGAL HOLD STATUS IN A LOTUS NOTES EMAIL ENVIRONMENT

Mail Attender for Lotus Notes' Legal Hold capability allows you to:

- Prevent users from editing or deleting items in their mail file that contains certain keywords.
- Prevent users from creating new mail items containing those keywords
- Facilitate compliance issues surrounding the retention, protection and archiving of email content
- Allow administrators to build rules to better manage & protect document & email content
- Control the flow of information and IP out of the enterprise

The persistence of the electronic record and the inevitable request for recovery of electronic communications in connection with almost every business dispute or investigation means that well publicized litigation complications recently faced by investment firms and pharmaceutical manufacturers are now becoming commonplace. This is forcing companies to implement strategies for addressing a Legal Hold on email relating to potential litigation.

In a Lotus Notes environment, Mail Attender for Lotus Notes provides a means to set specific content rules for what a user is allowed to create, edit and change.

| Basics | Activity | Options | Server | User | Chronology |
|------------------|----------|---|--|-------------------------------------|------------|
| Prevention types | | <input checked="" type="checkbox"/> Deletion | <input checked="" type="checkbox"/> Editing | | |
| Options | | <input checked="" type="checkbox"/> Add ACL entries | <input type="checkbox"/> Exclude document types | | |
| | | <input checked="" type="checkbox"/> Disable processing | <input checked="" type="checkbox"/> Refine types | | |
| | | <input type="checkbox"/> Do not check User ID | | | |
| Add ACL entries | | Refine types | | | |
| Types | | <input checked="" type="checkbox"/> By content | <input type="checkbox"/> By person | <input type="checkbox"/> By subject | |
| | | <input type="checkbox"/> By date | <input type="checkbox"/> By retention | | |
| Options | | <input type="checkbox"/> Enforce all | | | |
| By content | | | | | |
| Method | | <input type="radio"/> All of the words <input type="radio"/> Any of the words <input checked="" type="radio"/> Custom | | | |
| Content | | If ACME & Merger | | | |
| | | Test syntax | | | |
| Title | | If Unauthorized Action | | | |
| Message | | If You are not authorized to perform this action. | | | |
| | | Content Deletions EndDate StartDate | | | |
| Options | | <input type="checkbox"/> Refine by date range | | | |

The Mail Attender for Lotus Notes' Activity' restriction above will prevent documents from being deleted/edited. This is useful to protect documents from being changed or lost. The example above specifies that any document with the words "Acme" and 'Merger' cannot be changed or deleted by the user. If the user tries to make a change, the system refuses to process the request.

| Basics | Creation | Options | Server | User | Chronology |
|----------------|----------|---|--|---|--|
| Types | | <input checked="" type="checkbox"/> Attachment | <input checked="" type="checkbox"/> Category | <input checked="" type="checkbox"/> Encryption | <input checked="" type="checkbox"/> Recipients |
| | | <input checked="" type="checkbox"/> Carboning | <input checked="" type="checkbox"/> Document | <input checked="" type="checkbox"/> Prevent copying | <input checked="" type="checkbox"/> Signing |
| Options | | <input type="checkbox"/> Do not check User ID | <input type="checkbox"/> Enforce all | | |
| Attachment | | Carboning | | | |
| Category | | Document | | | |
| Encryption | | Prevent copying | | | |
| Recipients | | Signing | | | |
| Types | | <input checked="" type="checkbox"/> Content | <input checked="" type="checkbox"/> Size | | |
| Content | | Size | | | |
| Method | | <input type="radio"/> All of the words <input type="radio"/> Any of the words <input checked="" type="radio"/> Custom | | | |
| Syntax | | If ACME & Merger | | | |
| | | Test syntax | | | |
| Action | | <input type="radio"/> Prompt <input checked="" type="radio"/> Stop <input type="radio"/> Warn | | | |
| Title | | If Invalid content | | | |
| Message | | If You cannot use the content of [DocumentContent] within your message. | | | |
| | | Delete the unauthorized content from the message and try again. | | | |
| | | DocumentContent | | | |

Using the 'Document Content' method, you can also specify keywords/phrases that are not permitted to be included in new emails. In the above example, if the email contains the words 'ACME' and 'Merger', the user will not be able to send or save the email created.