Notice to Lift Legal Hold/Resume Normal Disposition of Records

Division of Records Management Use Only Received by: _____ Legal Hold Number:_____

Date Received:_____ Date Implemented:_____

From:

To: Division of Records Management
600 West Main St.
PO Box 1747
Jefferson City, MO 65102

General Counsel (Print or Type)	Email	
	Telephone	Fax
Agency General Counsel (Signature)	Date	
Case Name or Subject Matter		

The above agency notifies the Office of the Secretary of State, Division of Records Management that the disposition process for records located in the State Records Center may resume. Other legal and audit holds that the agency may have in place with the Division of Records Management will remain effect.

Upon receipt, the Division of Records Management will provide confirmation that this form has been both received and acted upon. The confirmation of implementation and any future inquiries Records Management may have concerning this hold will be addressed to the individual above.

Agency Record Series – Legal Hold to Be Lifted

Enter the Record Series numbers as found on the Agency Disposition Schedule or Missouri General Retention Schedule in each box below. Under date span, please enter the beginning and end year dates for the boxes that are to have their legal hold removed. If a legal hold is only being lifted on specific boxes, please leave blank and use the next page.

Record Series Number or Title	Year Span	Record Series Number or Title	Year Span

Division of Records Management Use Only

Legal Hold Number__________

Agency Boxes – Legal Hold to Be Lifted

Enter the box barcode numbers below. If only legal holds on Record Series are to be lifted, please leave blank and use the previous page.

Signer's Initials