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UNITED STATES DISTRICT COURT  
FOR THE SOUTHERN DISTRICT OF CALIFORNIA

JOHN DOE, on behalf of himself and all  
others similarly situated,

Plaintiff,

v.

COMPANY ABC,

Defendant.

NO.

**PLAINTIFF’S FIRST SET OF  
DISCOVERY REQUESTS  
REGARDING PRESERVATION  
ISSUES AND ELECTRONICALLY  
STORED INFORMATION**

CLASS ACTION

TO: ALL PARTIES AND THEIR ATTORNEYS OF RECORD

AND TO: Your attorneys.

**I. INTRODUCTION**

Pursuant to Rules 26, 33, and 34 of the Federal Rules of Civil Procedure, the following First Set of Interrogatories and Requests for Production of Documents (collectively, the “Discovery Requests”) are propounded to you and your attorneys of record. These First Discovery Requests are intended to draw upon the combined knowledge of you, your agents, and your attorneys.

Interrogatories

1 Pursuant to Rule 33, submit your answers to these Interrogatories in writing and under  
2 oath to the undersigned counsel within forty (40) days from the date of service upon you. In  
3 answering these Interrogatories, furnish such information as is available to you, regardless of  
4 whether this information is obtained directly by you, through your agents or representatives, or  
5 by any of your attorneys. Where facts set forth in answers or portions thereof are supplied  
6 upon information and belief, rather than actual knowledge, the answer should so state, and  
7 specifically describe or identify the source or sources of such information and belief. If any of  
8 these Interrogatories cannot be answered in full, after exercising due diligence to secure the  
9 information requested, then you should answer to the fullest extent possible, specifying the  
10 reasons for your inability to answer the remainder, and stating whatever information or  
11 knowledge you have concerning the unanswered portion or portions.

12 If privilege is claimed as to the information sought in any Interrogatory, state the nature  
13 of the privilege claimed, and identify the dates, subject matter, locations, documents, and  
14 parties involved in the communications, activities, or information that is claimed to be  
15 privileged.

16 These Interrogatories are continuing in nature. In accordance with Rule 26, you are  
17 required to supplement your answers to the Interrogatories in the event new or additional  
18 information becomes known to you.

19 With respect to any Interrogatory calling for the identification or listing of documents,  
20 unless otherwise indicated herein, you may, in lieu thereof, attach the documents in their  
21 original state and condition and segregated and separated with an identification of the  
22 Interrogatory or Interrogatories to which they are submitted as being responsive. Produce each  
23 such document in a manner that preserves its sequential relationship with other documents  
24 being produced, including the file folder, and folder tabs associated with its file location, and if  
25 not apparent on the folder or tabs, accompanied by identification of the person or department  
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1 from whose files it was taken, and such additional source information as is necessary to enable  
2 the parties to determine the document's original pre-production location.

3 Requests for Production of Documents

4 Pursuant to Rule 34, you are directed to provide a written response to these Requests for  
5 Production of Documents and produce and make available for inspection and copying all of the  
6 documents requested herein in their original state and condition thirty (30) days after service of  
7 this request, or at such other time and place as may be mutually agreed upon by the parties.

8 Deliver each document produced in a manner that preserves its sequential relationship with  
9 other documents being produced, including the file folder and folder tab associated with its file  
10 location, and if not apparent on the folder or tab, accompanied by identification of the person or  
11 department from whose files it was taken and such additional source information as is  
12 necessary to enable the parties to determine the document's original pre-production location.

13 When documents are produced pursuant to these First Discovery Requests, the documents are  
14 to be produced in a manner so that the particular request to which they are responsive can be  
15 readily identified.

16 These Requests for Production of Documents are continuing in nature. In accordance  
17 with Rule 26, you are requested to supplement your responses to these requests in the event that  
18 new or additional information within their scope becomes known to you.

19 If any document is withheld under a claim of privilege or protection, please:

20 Identify such document with sufficient particularity as to authors, addressees, recipients,  
21 and subject matter and contents to allow the matter to be brought before the court;

22 State the nature of the privilege or protection asserted; and

23 State in detail the factual basis for the claim of privilege or protection.

24  
25 **II. DEFINITIONS**  
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1 Throughout these First EDiscovery Requests, including the definition of terms, the  
2 words used in the masculine gender include the feminine, and the words used in the singular  
3 include the plural. Wherever the word “or” appears herein, the meaning intended is the logical  
4 inclusive “or” — that is, “and/or.” Wherever the word “including” appears, the meaning  
5 intended is “including but not limited to.”

6 As used throughout these First Discovery Requests, the following terms have the  
7 following indicated meanings:

8 1. “DEFENDANT” or “COMPANY ABC” means COMPANY ABC, Defendant’s  
9 attorneys, and any employees, agents, or persons working on Defendant’s behalf, and if  
10 applicable, Defendant’s subsidiaries, predecessors, successors, or assignors, as well as any  
11 directors, officers, employees, agents, partners, principals, or persons acting on behalf of  
12 Defendant, its predecessors, successors, or assignors.

13 2. “PLAINTIFF” means Plaintiff John Doe, Plaintiff’s attorneys, and any agents or  
14 persons working on Plaintiff’s behalf.

15 3. “COMPLAINT” refers to Plaintiff’s Complaint filed in this proceeding.

16 4. “ANSWER” refers to Defendant COMPANY ABC’S Answer to Plaintiff’s  
17 Complaint filed in this proceeding.

18 5. “DATE” shall mean the exact day, month, and year if ascertainable or, if not, the  
19 best approximation, including any known relationship to other events.

20 6. “DOCUMENT” shall be construed in the broadest possible sense pursuant to  
21 Civil Rule 34(a), and means, without limitation, ALL written or graphic matter, however  
22 produced or reproduced, of EVERY kind and description, in YOUR actual or constructive  
23 possession, custody, care or control, known to YOU, or which can be located or discovered by  
24 YOU through reasonably diligent efforts, regardless of origin or location, including, without  
25 limitation, ANY writing, drawing, graph, chart, recording, or transcription stored or  
26 maintained on audio tape, video tape, magnetic tape, CD-ROM, floppy disk, hard disk,

1 photograph, phono record, or any other data compilation or graphic matter of any type or  
2 description from which information can be obtained or translated as set forth in Evidence Rule  
3 1001, including but not limited to any correspondence, letter, email, memorandum, telegram,  
4 telegraph, report, record, pamphlet, manual, book, inter-office, intra-office, inter-company, or  
5 intra-company communication, or any handwritten or other note to which Defendant, any of  
6 the officers or agents of Defendant, or any counsel to Defendant has or has had access. If a  
7 DOCUMENT has been prepared in several copies which are for ANY reason not identical, or  
8 if the original identical copies are no longer identical by reason of subsequent notation or other  
9 modification of ANY kind whatsoever, including but not limited to notations on the backs of  
10 pages thereto, EACH non-identical copy is a separate DOCUMENT. DOCUMENTS shall  
11 also include ELECTRONICALLY STORED INFORMATION (“ESI”) and any electronically  
12 stored data on magnetic or optical storage media as an “active” file or files (readily readable  
13 by one or more computer applications or forensics software); any “deleted” but recoverable  
14 electronic files on said media; any electronic file fragments (files that have been deleted and  
15 partially overwritten with new data); and slack (data fragments stored randomly from random  
16 access memory on a hard drive during the normal operation of a computer [RAM slack] or  
17 residual data left on the hard drive after new data has overwritten some but not all of  
18 previously stored data).

19 7. “IDENTIFY” when referring to a document or written communication means to  
20 state:

21 a. *The description of such documents or writings in sufficient detail in*  
22 *order to enable them to be identified by subpoena duces tecum;*

23 b. *The title and each subtitle thereof;*

24 c. *The date and number of pages thereof;*

25 d. *A brief summary of the contents;*

26 e. *The author, each addressee, and the distribution list thereof;*

1 f. *The identity of each person who witnessed, or was in a position to witness*  
2 *said communication;*

3 g. *The date on which the document was prepared or signed;*

4 h. *The physical location of the document and the name and address of its*  
5 *custodian or custodians;*

6 i. *The identity of each document referenced by this document;*

7 j. *The source of (or the identity of each person who supplied) any*  
8 *information contained therein; and*

9 k. *If any such document was, but is no longer in your possession or subject*  
10 *to your control, what disposition was made of it and the reason for its disposition.*

11 8. “IDENTIFY” when referring to a meeting means, for each such meeting, to  
12 state:

13 a. *The date and hour when held;*

14 b. *The address where held;*

15 c. *The identity of each person who represented you at each meeting or*  
16 *conference;*

17 d. *The identity of any other person(s) present; and*

18 e. *Each action taken, decision made, agreement reached or topic discussed*  
19 *at the meeting or conference.*

20 9. “IDENTIFY” when referring to oral communications means to state, with  
21 respect thereto, any communication or portion thereof between any two or more persons that is  
22 not or was not recorded, including, but not limited to, telephone conversations, face-to-face  
23 conversations, meetings, and conferences. State the persons involved, the date, the setting,  
24 and the circumstances.

25 10. “IDENTIFY” or “IDENTITY” when referring to a person means to state:

26 a. *His/her full name;*

- 1           b.     *His/her present employer and position with employer;*  
2           c.     *His/her present residence address;*  
3           d.     *His/her present residence telephone number;*  
4           e.     *His/her present business address;*  
5           f.     *If his/her present residence or business address is unknown, state his/her*  
6 *last known residence address and residence telephone number, his/her last known business*  
7 *affiliation and business address, and any information you have that might reasonably lead to*  
8 *the discovery of his/her present whereabouts; and*  
9           g.     *With respect to persons who are not natural persons, state the last known*  
10 *complete address, including zip code, the last known complete telephone number, including the*  
11 *area code, of its headquarters, and its nearest or local office or agent.*

12           11.    “INDIVIDUAL,” “PERSON,” or “PERSONS” shall mean natural persons,  
13 proprietorships, sole proprietorships, corporations, nonprofit corporations, municipal  
14 corporations, local, state, federal or foreign governments or governmental agencies, political  
15 subdivisions, general or limited partnerships, business trusts, trusts, estates, clubs, groups,  
16 unincorporated associations, or other business or public organizations.

17           12.    “ALL” means “EVERY” and includes “EACH” and “ANY,” and vice versa.

18           13.    “YOU,” “YOUR,” “COMPANY ABC” and “YOUR COMPANY” means  
19 Defendant COMPANY ABC, its attorneys, employees, managers, officers, agents,  
20 consultants, advisors, representatives or persons working on its behalf, and if applicable, its  
21 parent companies, affiliates, subsidiaries, predecessors, and assignors, as well as any directors,  
22 officers, employees, managers, agents, partners, principals, or persons acting on its behalf.

23           14.    “POLICY” or “POLICIES” shall mean each rule, procedure, or directive, formal  
24 or informal, and each common understanding or course of conduct which was recognized as  
25 such by your present or former officers, agents, employees or other persons acting or  
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1 purporting to act on your behalf, which was in effect at any time during the period covered by  
2 these interrogatories and which includes any change of policy.

3 15. "CORRESPONDENCE" includes all letters, telegrams, notices, messages, or  
4 other written communications or memoranda, including electronic communications, or other  
5 records of conversations, meetings, conferences or other oral communications.

6 16. "RELATING TO" or "REFERRING TO" (including other verb tenses of those  
7 terms) means describing, evidencing, constituting, reflecting, showing, comprising,  
8 considering, concerning, discussing, regarding, setting forth, studying, analyzing, commenting  
9 upon, recommending, alluding to, or mentioning, in whole or in part.

10 17. "MEETING" shall mean any encounter between two or more persons during  
11 which a communication of any kind occurred and shall include, but not be limited to, formal  
12 gatherings, conversations, communication by electronic media, and telephone calls.

13 18. "STUDY" or "STUDIES" means all reports, analyses, memoranda, statistical  
14 compilations, reviews, and other types of written or printed submissions of information.

15 19. "NATIVE FILE FORMAT" shall mean that the information or data requested  
16 should be produced in electronic form in the application in which it was created and used in  
17 the regular course of business. The data should be produced on a CD-ROM. Data files should  
18 not be zipped, encrypted, or otherwise restricted or proprietarily protected for specific use. If  
19 the NATIVE FILE FORMAT is derived from software not accessible with Microsoft Office  
20 applications or other common applications, the parties shall meet and confer regarding reliable  
21 methods of converting the data into such an application for production.

22 20. "ELECTRONICALLY STORED INFORMATION" or "ESI" shall include any  
23 information as defined by the Federal Rules of Civil Procedure and the case law developing  
24 those rules. Plaintiff requests that ESI be processed and produced in a manner that preserves  
25 all metadata and that the parties confer regarding the production of metadata prior to the  
26 gathering or processing of ESI.



1           21.    “APPLICATION SOFTWARE” means a set of electronic instructions, also  
2 known as a program, which instructs a computer to perform a specific set of processes.

3           22.    “ARCHIVE” means a copy of data on a computer drive, or on a portion of a  
4 drive, maintained for historical reference.

5           23.    “BACKUP” means a copy of active data, intended for use in restoration of data.

6           24.    “COMPUTER” shall include but is not limited to network servers, desktops,  
7 laptops, notebook computers, employees’ home computers, mainframes, the PDAs of  
8 COMPANY ABC and its employees (personal digital assistants, such as PalmPilot,  
9 Blackberry, iPhone and other such handheld computing devices), digital cell phones and  
10 pagers.

11          25.    “DATA” means any and all information stored on media that may be accessed  
12 by a computer.

13          26.    “DIGITAL CAMERA” means a camera that stores still or moving images in a  
14 digital format (TIFF, GIF, etc.).

15          27.    “HARD DRIVE” means the primary hardware that a computer uses to store  
16 information, typically magnetized media on rotating disks.

17          28.    “HELP FEATURES/DOCUMENTATION” means instructions that assist a user  
18 on how to set up and use a product including but not limited to software, manuals and  
19 instruction files.

20          29.    “IMAGED COPY” means a “mirror image” bit-by-bit copy of a hard drive (i.e.,  
21 a complete replication of the physical drive).

22          30.    “INPUT DEVICE” means any object that allows a user to communicate with a  
23 computer by entering information or issuing commands (e.g., keyboard, mouse or joystick).

24          31.    “MAGNETIC or OPTICAL STORAGE MEDIA” shall include but is not  
25 limited to hard drives (also known as “hard disks”), backup tapes, CD-ROMS, DVD-ROMS,  
26 JAZ and Zip drives, and floppy disks.

1           32. “NETWORK” means a group of connected computers that allow people to share  
2 information and equipment (e.g., local area network [LAN], wide area network [WAN],  
3 metropolitan area network [MAN], storage area network [SAN], peer-to-peer network, client-  
4 server network).

5           33. “OPERATING SYSTEM” means software that directs the overall activity of a  
6 computer (e.g., MS-DOS, Windows, Linux).

7           34. “NETWORK OPERATING SYSTEM” means software that directs the overall  
8 activity of networked computers.

9           35. “SOFTWARE” means any set of instructions stored on computer-readable  
10 media that tells a computer what to do. Includes operating systems and applications.

11           36. “STORAGE DEVICES” means any device that a computer uses to store  
12 information.

13           37. “STORAGE MEDIA” means any removable devices that store media.

14           38. “PERSONNEL FILE” means all records, information, data, or materials  
15 maintained by COMPANY ABC anywhere, in any form whatsoever, that are uniquely  
16 applicable to the employee referenced in the discovery request, whether maintained within or  
17 outside COMPANY ABC’s human resources department or in one or more locations. The  
18 term “PERSONNEL FILE” includes, but is not limited to, the following types of documents:  
19 employment applications; employment interview forms; employment offer letters; transfer  
20 requests; records of hours worked; records regarding conditions of employment; records of job  
21 assignments; earnings statements; payroll checks or pay stubs; work schedules; attendance  
22 records; payroll action forms; progress reports; performance appraisal forms; training history  
23 records; job analysis forms; compensation history records; coaching/counseling reports;  
24 written warning notices; commendations; training evaluation forms; employee suggestion  
25 forms; exit interview forms; management comment forms; and all writings of any nature,  
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1 maintained at any location, and prepared by any officer, director, shareholder, or agent of  
2 COMPANY ABC.

3 39. "LITIGATION HOLD" means an order or directive to preserve, including by  
4 suspending the destruction, overwriting or alteration of, ESI or other data pertaining to  
5 pending, imminent or reasonably anticipated litigation.

6 **III. RELEVANT TIME PERIOD**

7 Unless otherwise stated, the relevant time period for these discovery requests is from  
8 January 1, 2007 to the present.

9 **IV. INTERROGATORIES**

10 **INTERROGATORY NO. 1:** For each Interrogatory, please IDENTIFY all  
11 PERSONS who provided information used in answering it.

12 **ANSWER:**

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15 **INTERROGATORY NO. 2:** Have YOU implemented a LITIGATION HOLD in  
16 connection with this matter? If the answer is yes, please provide the following information:

17 (a) Please IDENTIFY the date(s) on which the LITIGATION HOLD was  
18 implemented (e.g., the date any auto delete processes were suspended or the back-up tape  
19 recycling was suspended);

20 (b) For each date IDENTIFIED in response to (a), please describe the source  
21 of information or type of DOCUMENTS for which the LITIGATION HOLD was  
22 implemented;

23 (c) Please IDENTIFY the PERSON(S) to whom the LITIGATION HOLD  
24 was disseminated;

1 (d) For each PERSON IDENTIFIED in response to (c), please describe how  
2 the LITIGATION HOLD was disseminated to them (e.g., email(s), conference calls, meetings,  
3 inter-office memo);

4 (e) For each PERSON IDENTIFIED in response to (c), please state the  
5 date on which the LITIGATION HOLD was disseminated to them;

6 (f) Please IDENTIFY the PERSON(S) most knowledgeable regarding the  
7 implementation of any LITIGATION HOLD in this matter; and

8 (g) Please IDENTIFY the PERSON(S) most knowledgeable regarding  
9 YOUR POLICIES, procedures, and practices regarding LITIGATION HOLDS or otherwise  
10 suspending YOUR document retention or destruction POLICIES in connection with pending,  
11 imminent or reasonably anticipated litigation.

12 **ANSWER:**

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16 **INTERROGATORY NO. 3:** Please IDENTIFY by name, position title, contact  
17 information and job description, all PERSONS responsible for maintaining computer hardware,  
18 DATA or information systems on COMPUTERS for COMPANY ABC.

19 **ANSWER:**

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22 **INTERROGATORY NO. 4:** Does or did COMPANY ABC maintain, or contract  
23 with another party to maintain, an overall inventory of DATA resources such as a Year 2000  
24 Plan or Disaster Recovery Plan? If so, please provide the name, address, phone number and  
25 other contact information for the individuals or other parties responsible for maintenance of the  
26 inventory and/or plan.

1           **ANSWER:**

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4           **INTERROGATORY NO. 5:** Does or did COMPANY ABC maintain a POLICY  
5 regarding use of loose or removable media in its workstations, COMPUTERS or  
6 NETWORKS? If so, please provide the name, address, phone number and other contact  
7 information for the individuals responsible for creating and enforcing that POLICY?

8           **ANSWER:**

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11           **INTERROGATORY NO. 6:** Please list all COMPUTER equipment provided by  
12 COMPANY ABC or used to perform work for COMPANY ABC by PLAINTIFF, [other  
13 employees] and their support staff for the relevant time period, including discarded or replaced  
14 hardware, and if the COMPUTER or hardware has been assigned to another user or is no  
15 longer in YOUR control then include the name and contact information of the new user or last  
16 known custodian.

17           **ANSWER:**

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20           **INTERROGATORY NO. 7:** Please list all OPERATING SYSTEMS, including but  
21 not limited to UNIX, Windows, DOS, Linux and PDA operating systems, installed on all  
22 COMPUTERS used by PLAINTIFF, [other employees] and their support staff for the relevant  
23 time period, the specific equipment the OPERATING SYSTEM was installed on and the period  
24 during which it was installed on the specific equipment.

25           **ANSWER:**

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**INTERROGATORY NO. 8:** Is Internet usage restricted or monitored? If so, describe in detail, the terms of restriction and any usage monitoring.

**ANSWER:**

**INTERROGATORY NO. 9:** Describe in detail any logging of Internet activity that is done, and IDENTIFY where the logging information is kept and the period of retention.

**ANSWER:**

**INTERROGATORY NO. 10:** Describe in detail the COMPUTERS and servers that comprise COMPANY ABC's computer infrastructure, including but not limited to, the number of servers and their functions, the number of desktop computers, the number of laptops and the number of portable devices.

**ANSWER:**

**INTERROGATORY NO. 11:** Describe in detail any SOFTWARE that is used to wipe or permanently delete information from COMPANY ABC COMPUTERS. Also, IDENTIFY any logging or activity of said deletion utilities, to include, but not be limited to, dates of usage, files/folders deleted, and targeted devices and areas for deletion.

**ANSWER:**

1           **INTERROGATORY NO. 12:** Describe in detail any SOFTWARE that is used to  
2 monitor and maintain the COMPUTER systems. This would include, but not be limited to, web  
3 statistic software, intrusion-detection software, defragmentation utilities, indexing and  
4 searching utilities, and content-management software.

5           **ANSWER:**  
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8           **INTERROGATORY NO. 13:** Have any backup media been replaced or destroyed  
9 from January 1, 2007 to the present? If so, IDENTIFY the particular backup media that was  
10 replaced or destroyed, including a description of the contents of that media, and the date on  
11 which it was replaced or destroyed.

12           **ANSWER:**  
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15           **INTERROGATORY NO. 14:** May users backup their own DATA and programs?

16           **ANSWER:**  
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19   **V. REQUESTS FOR PRODUCTION**

20           **REQUEST FOR PRODUCTION NO. 1:** Please produce ALL DOCUMENTS which  
21 YOU rely on, reference or identify in YOUR answers to the above Interrogatories.

22           **RESPONSE:**  
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25           **REQUEST FOR PRODUCTION NO. 2:** Please produce all BACKUP and/or  
26 ARCHIVE media for the relevant time period that was used to BACKUP and/or ARCHIVE

1 DATA and ESI related to PLAINTIFF, the allegations in the COMPLAINT or YOUR  
2 ANSWER.

3 **RESPONSE:**

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6 **REQUEST FOR PRODUCTION NO. 3:** Please produce any and all company  
7 organizational and POLICY information in its entirety, including but not limited to  
8 organizational charts, corporate POLICY and procedure manuals, POLICY memoranda, system  
9 schematic, NETWORK topology, system restart procedures, email retention POLICIES, Year  
10 2000 Plan, Disaster Recovery Plan, and other related items.

11 **RESPONSE:**

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14 **REQUEST FOR PRODUCTION NO. 4:** Please produce all formal and informal  
15 contact lists and duty rosters for personnel in Information Technology (IT) and Information  
16 Services (IS), or equivalent divisions within COMPANY ABC. Specifically include rosters for  
17 groups such as Incident Response Teams, Data Recovery Units, Audit/Investigation Teams, or  
18 equivalent teams within COMPANY ABC.

19 **RESPONSE:**

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22 **REQUEST FOR PRODUCTION NO. 5:** Please produce ALL DOCUMENTS that  
23 RELATE OR REFER TO COMPANY ABC'S formal job descriptions, assignments and  
24 personnel lists for IT and IS personnel, including revisions, for the relevant time period.

25 **RESPONSE:**



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2           **REQUEST FOR PRODUCTION NO. 6:** Please produce ALL DOCUMENTS that  
3 REFER OR RELATE to the POLICY or POLICIES IDENTIFIED in YOUR answer to  
4 Interrogatory No. 3.

5           **RESPONSE:**  
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8           **REQUEST FOR PRODUCTION NO. 7:** Please produce ALL DOCUMENTS that  
9 REFER OR RELATE to graphic representations of YOUR telephone and voice messaging  
10 network, and the relationship of those components to each other, including any revisions, for  
11 the relevant time period.

12           **RESPONSE:**  
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16           **REQUEST FOR PRODUCTION NO. 8:** Please produce ALL DOCUMENTS that  
17 RELATE OR REFER TO NETWORKS or groups of connected COMPUTERS that allow  
18 people to share information and equipment, including but not limited to local area networks,  
19 wide area networks, metropolitan area networks, storage area networks, peer-to-peer networks,  
20 client-server networks, integrated services digital networks and VPNs.

21           **RESPONSE:**  
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24           **REQUEST FOR PRODUCTION NO. 9:** Please produce ALL DOCUMENTS that  
25 RELATE OR REFER to graphic representations of YOUR COMPUTER NETWORK, and the  
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1 relationship of those components to each other, including any revisions, for the relevant time  
2 period.

3 **RESPONSE:**

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6 **REQUEST FOR PRODUCTION NO. 10:** Please produce ALL DOCUMENTS that  
7 RELATE OR REFER TO COMPANY ABC'S email system, including but not limited to  
8 current, BACKED-UP and ARCHIVED programs, accounts, unified messaging, server based  
9 email, Web-based email, dial-up email, user names and addresses, domain names and  
10 addresses, email messages, attachments, manual and automated mailing lists and mailing list  
11 addresses.

12 **RESPONSE:**

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15 **REQUEST FOR PRODUCTION NO. 11:** Please produce all employee-use  
16 POLICIES developed by YOU or used by YOU for COMPANY ABC COMPUTERS, DATA  
17 and other technology during the relevant period.

18 **RESPONSE:**

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21 **REQUEST FOR PRODUCTION NO. 12:** Please produce all written POLICIES,  
22 procedures, guidelines, or records developed by or used by YOU for email storage conventions  
23 (e.g., limitations on mailbox sizes/storage locations; schedule and logs for storage) during the  
24 relevant time period.

25 **RESPONSE:**

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**REQUEST FOR PRODUCTION NO. 13:** Please produce all written POLICIES, procedures, guidelines, or records developed by or used by YOU for personal or home computer usage for work-related activities during the relevant time period.

**RESPONSE:**

DATED this \_\_\_\_\_.

By: \_\_\_\_\_

*Attorneys for Plaintiff*