

Legal Issues

Evidence Preservation

- Identification
- Chain of custody
- Electronic

Process

- Follow the book
- No "creeping" activation
- Handovers
- Conversations out of school

Words

- Cause
- Responsibility
- Adjectives
- Adverbs
- Absolutes
- Quotation marks
- Conclusions
- General rule

Document Management Policy

- "document"
- Drafts
- eMail
- Folders
- Voice mail
- Posters
- Agendas
- Servers
- Reports

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