



## DESTRUCTION HOLD NOTICE

STATE OF NORTH DAKOTA

SFN 52376 (Rev. 12-2001)

***Upon receipt of this notice, cease destruction of all records, including paper, microforms, and electronic information regarding the matter described below. DO NOT alter or destroy any of these records until further notification from management or legal counsel.***

Date	Department	Prepared By
Contact Person	Telephone Number	

Describe the incident, claim, or lawsuit.

Identify the main business functions affected.

List the type of records that may be involved.