

LEGAL HOLD RELEASE DOCUMENT

Specialist to fill out form as they enter into LSRTIS Hold Management

EST. NUMBER _____ PRODUCT CODE/AGENT _____

SERIAL NUMBER(S) or ALL _____

REASON FOR THE HOLD (LOV AND EXPAND) _____

Attach copy of supporting document(s).

Release Criteria _____

ENTERED/REQUESTED BY _____ DATE _____

Submit to Section Leader or Director

APPROVED BY _____ DATE _____
(Section Leader or Director)

Provide document to BCA for filing in Pending Drawer

FINAL REMOVAL OF THE HOLD (Intermittent Removals Documented on Back with Stickers)

Specialist to fill out form as they modify LSRTIS Hold Management

REASON _____

ENTERED/REQUESTED BY _____ DATE _____

Submit to Product Specialist or Section Leader

REMOVAL AUTHORIZED BY _____ DATE _____
(Product Specialist or Section Leader)

Provide completed form to BCA

Finalized forms are filed in the product correspondence folders