

Synthetic AI preservation handoff

Legal operations, litigation counsel, IT records and security teams

[Read the complete guide on aona.ai](#)

When litigation is anticipated or underway, identify relevant AI material and obtain the responsible legal team's preservation direction before routine deletion. Rule 37(e) concerns loss of ESI that should have been preserved and the conditions for court measures; it does not create a universal keep-all-prompts rule or an automatic hold feature.

An invented contract dispute involves employee AI drafts and copied documents. The handoff identifies what legal and IT owners must resolve before deletion.

Fictional matter, custodians, dates and records. No real litigation hold, preservation action, rights-request decision or court finding is represented.

Your review

Reviewer: _____ Date: _____

Organisation or team: _____

☐ Obtain the matter-specific direction

Identify issues, custodians, time range and the relevant information before applying a real hold.

☐ Map every relevant location

Distinguish chat content, uploads, copied outputs, local files and activity evidence.

☐ Resolve deletion conflicts

Coordinate scheduled deletion, rights requests, verification and eventual release with the responsible legal and records owners.

Checked items record your review, not a compliance approval or an installed-product test result.

Notes and next actions

Decision and scope: _____

Evidence to collect: _____

Owner and next review date: _____

Review matrix

Handoff field	Populated fictional scope	Owner or unresolved question
Matter	MATTER-EX-30: invented dispute about delivery commitments.	Legal owner confirms the real issues and preservation duty.

Handoff field	Populated fictional scope	Owner or unresolved question
Custodians	Fictional support lead and operations lead roles.	Identify actual custodians and relevant accounts; do not include every employee by default.
Time range	1 June to 31 July 2026, invented scope.	Legal owner confirms and revisits the actual relevant period.
AI locations	Conversation TEST-CHAT-30 and uploaded file TEST-FILE-30.	Workspace owner identifies actual preservation/export capabilities and limitations.
Other copies	Draft copied to a shared document and local download.	Document/endpoint owners preserve the relevant copies and provenance as directed.
Deletion conflict	Routine expiry and proposed offboarding could remove relevant material.	Resolve with legal and IT before the affected deletion; no live setting is changed here.
Verification and release	No preservation action or release has occurred in the exercise.	Record actual checks and later authorised release instructions.

One matter, several record locations

- **Legal scope:** Matter, issues, custodians and period
- **AI records:** Conversation and uploaded file
- **Other copies:** Shared draft, local file and relevant event evidence
- **Handoff:** Actual preservation, verification and authorised release

Draft teaching handoff

Matter: MATTER-EX-30, entirely fictional.

Issue: representations about delivery commitments in an invented contract dispute.

Custodians: support lead and operations lead roles.

Period: 1 June to 31 July 2026, invented.

Relevant locations: TEST-CHAT-30, TEST-FILE-30, shared draft TEST-DOC-30 and a local exported copy.

Conflict: routine expiry/offboarding may affect these hypothetical records.

Action requested in a real case: obtain authorised legal direction, identify available preservation methods, document completed actions and verify their scope.

Actions actually performed here: none.

Release: only after the responsible legal owner's actual instruction.

This specimen is not a legal hold notice and does not change any user account or retention setting.

Synthetic AI preservation locations

Record ref	Location	Custodian role	Conflict	Status
TEST-CHAT-30	AI workspace conversation	support lead	routine expiry	fictional; not preserved

Record ref	Location	Custodian role	Conflict	Status
TEST-FILE-30	AI uploaded file	support lead	separate file lifecycle	fictional; not preserved
TEST-DOC-30	shared document	operations lead	offboarding	fictional; not preserved
TEST-EXPORT-30	local download	operations lead	device cleanup	fictional; not preserved

Sources and scope

Sources checked 2026-09-21. Review the current requirements and your actual agreement before using this workbook for a real decision. General information, not professional approval or a completed control test. Aona is not represented as a litigation-hold, e-discovery or compliant records-archive system and does not decide preservation duties.

[Federal Rule of Civil Procedure 37](#). Current Rule 37(e) and 2015 committee note on lost ESI, reasonable preservation steps, restoration/replacement, prejudice and intent findings; not a new universal retention duty.

[EU GDPR: Regulation \(EU\) 2016/679](#). Articles 5, 6, 9, 12, 17, 19, 28, 32, 35 and 36 establish the relevant processing, rights, processor and risk-assessment requirements.