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Bulletin

Title: Preservation of All Tobacco Records

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Originating Office: ARS, OCIO, PIAB

This Replaces: Bulletin 11-003, dated March 29, 2011

Distribution: REE Offices in Headquarters, Areas, and Field Locations

The purpose of this Bulletin is to serve as notice to remove the obligation to preserve tobacco records. This Bulletin replaces Bulletin 11-003, dated March 29, 2011.

1. Purpose

This bulletin serves as notice that the litigation hold imposed in *United States v. Philip Morris USA Inc., et al.*, Civil No. 99-CV-02496 (GK) (D.D.C.) (“tobacco litigation hold” or “TIL hold”), is hereby lifted. The court’s November 26, 2014 order removes the preservation obligations originally set in the court’s October 19, 1999 order.

Therefore, pursuant to the court’s order, the tobacco litigation hold is now lifted. All documents (i.e., hard copy of electronic documents or tangible things) that the REE agencies were preserving pursuant to the tobacco litigation hold may now be appropriately disposed of IF the documents are (1) not subject to litigation holds or preservation orders in any other matters; (2) no longer required to be retained under any of the REE records retention and disposition schedules, and (3) not needed for other REE purposes.

2. Questions

If you have any questions, please feel free to contact your Agency Records Management Officer listed below.

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