

**“Shared Hyperlinked Documents: Protect Your Business  
by Understanding New Developments”  
Speaker: Kelley Halliburton, Barclay Damon**

Do you know how your documents are transmitted and stored in relation to your company’s communications? I’m Kelley Halliburton, and this is a Must Know Minute.

Along with increasing amounts of electronic data and remote collaboration, the use of hyperlinks to transmit documents is also increasing. Sending documents stored in a cloud-based environment can help increase collaboration and limit data sizes compared to emails with attachments. The links can also easily be sent in chats such as Teams or Slack.

With these benefits come potential issues with preservation of evidence. The contemporaneous versions of these documents may not be saved. Extra steps may need to be taken during the implementation of a legal hold, in order to ensure preservation of the evidence. This can be especially important with external communications, which may include critical evidence in points like contract negotiations. In these cases, it may be best to attach the document to an email rather than sending a hyperlink.

Contact me to learn more about hyperlinked documents and the associated preservation and discovery issues.

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