

See the legal holds in place

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A legal hold keeps records exactly as they are while a claim or investigation runs. You can see every hold in place from Folio's settings.

Before you start

You need permission to manage Folio settings. An admin in your organisation can give it to you.

1 Open the holds

Go to **Settings** in Folio and choose **Holds**.

2 See what each hold covers

Each hold shows whether it covers a folder, a matter, a subject or a single record, and how many records are under it.

3 Check who placed it and why

Under each hold you'll see the reason given, when it was placed and who placed it.

While a hold is in place

Nothing a hold covers is deleted or moved, even when it reaches its **Kept until** date. Releasing a hold takes two people, so a request to release one waits in **Approvals** until someone else approves it.

To see when each hold was placed or released, go to **Ledger** and choose **Holds** in **What**.

You can't place or release a hold from these pages yet. If you need to, write to us at support@unforged.ai and we'll help.