



EDRM PRIVILEGE LOG PROTOCOL - “METADATA-PLUS” LOG SAMPLE

EDRM Privilege Log Protocol 2.0 Team
Published September 2023

Privilege ID	Family ID	Family Status	Begin Bates	End Bates	Created Date	Date Last Modified / Email Sent	Custodians/ Duplicate Custodians	Last Edited By	From / Author	To	CC	BCC	Filename/ Email Subject	Document Title	File Ext.	Privilege Basis	Redacted	File Path(s)	Optional Additional Field (by negotiation only)
PRIV_00001	FAMILY_00001	Child	PROD0002196286	PROD0002196296	12/9/14	12/10/14	Manager, Rajiv	Rajiv Manager					Business Standards 090814.pdf	Business Standards	.pdf	Attorney-Client		\\Manager, Rajiv\C\MyDocuments\Business Standards 090814.pdf	Contains counsel's legal opinion
PRIV_00002	FAMILY_00001	Child	PROD0002196297	PROD0002196297	12/10/14	12/11/14	Manager, Rajiv; Talent, Tanvi	Tanvi Talent					draft 10 December 2014 v1.docx	draft 10 December 2014	.docx	Attorney-Client		\\Manager, Rajiv\C\MyDocuments\draft 10 December 2014 v1.docx; Talent, Tanvi\D\Agreements\draft 10 December 2014 v1.docx	Reflects counsel's legal opinion
PRIV_00003	FAMILY_00001	Child	PROD0002196298	PROD0002196298	12/10/14	12/12/14	Manager, Rajiv; Talent, Tanvi	Tanvi Talent					draft 10 December 2014 v1.docx	draft 10 December 2014	.docx	Attorney-Client		\\Manager, Rajiv\C\MyDocuments\draft 10 December 2014 v1.docx; Talent, Tanvi\D\Agreements\draft 10 December 2014 v1.docx	Reflects counsel's legal opinion
PRIV_00004	FAMILY_00002	Standalone	PROD0002198216	PROD0002198217	12/15/14	12/15/14	Manager, Rajiv		Carmen Consultant (carmen.consultant@domain.com)	Rajiv Manager (rajiv.manager@domain2.com)			Fwd: Letter		.msg	Attorney-Client	Redacted	Manager, Rajiv\pst\Inbox	Requests counsel's legal opinion
PRIV_00005	FAMILY_00003	Standalone			12/15/14	12/15/14	Consultant, Carmen; Associate, Sara; Secretary, Sanjeev		Sasa Associate (sasa.associate@domain.com)	Carmen Consultant (carmen.consultant@domain.com); Andrea Assistant (andrea.assistant@domain2.com); Sanjeev Secretary (sanjeev.secretary@domain3.com); Haribabu Finance (haribabu.finance@domain3.com); Walt Officer (walt.officer@domain2.com); Marcie E Manager (marcie.manager@domain2.com); Wayne Compliance (wayne.compliance@domain2.com); Deborah M. Attorney (deborah.attorney@domain.com); Reem Marketing (reem.marketing@domain.com); Peter Manager (peter.manager@domain.com); John Digital (john.digital@domain2.com); Tracy Finance (tracy.finance@domain2.com); Arun Contractor (arun.contractor@domain4.com); Robert Secretary (robert.secretary@alphapharm.com.au); David C. Partner (david.partner@domain.com); Paul Administration (paul.administration@domain.com); Rajesh Operations (rajesh.operations@domain3.com); Katrina Consultant (katrina.consultant@domain.com); Nirmalkiran Strategist (nirmalkiran.strategist@domain3.com); Ajay SeniorVP (ajay.seniorvp@domain3.com); Jaspreet Marketing (jaspreet.marketing@domain3.com); Matthew Consultant (matthew.consultant@domain.com); Gloria Compliance (gloria.compliance@domain2.com); Chris CorporateOfficer (chris.corporateofficer@domain.com); Kim J. CFO (kim.cfo@domain.com); Atul Associate (atul.associate@domain.com)	Tanvi Talent (tanvi.talent@domain.com); Brian Counsel (brian.counsel@domain.com); Mehmet Paralegal (mehmet.paralegal@domain.com)		week 51 summary		.msg	Attorney-Client		Consultant, Carmen\pst\Inbox; Associate, Sara\pst\Sent Items; Secretary, Sanjeev\pst\Inbox	Requests and contains counsel's legal opinion
PRIV_00006	FAMILY_00004	Standalone	PROD0002196722	PROD0002196723	12/16/14	12/16/14	Manager, David		(/o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn-david director)	David A Manager (david.manager@domain.com); Lisa Partner (lisa.partner@domain2.com)	Jason Information (jason.information@domain2.com); Colin Director (colin.director@domain.com); John S. Human Resources (john.humanresources@domain.com)		RE: Privileged		.msg	Attorney-Client		Manager, David\pst\Inbox\Privileged Docs	Contains counsel's legal opinion
PRIV_00007	FAMILY_00005	Standalone	PROD0002196724	PROD0002196725	12/16/14	12/16/14	Partner, David; Manager, David		David Partner (/o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn-david partner)	David A Manager (david.manager@domain.com); Lisa Partner (lisa.partner@domain2.com)	Jason Information (jason.information@domain2.com); Colin Director (colin.director@domain.com); John S. Human Resources (john.humanresources@domain.com)		RE: Privileged		.msg	Attorney-Client		Manager, David\pst\Inbox\Privileged Docs; Partner, David\pst\Sent Items	Contains counsel's legal opinion

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PRIV_00008	FAMILY_00006	Standalone			12/16/14	12/16/14	Associate, Sasa; Secretary, Robert; Finance, Haribabu		Sasa Associate (sasa.associate@domain.com)	Carmen Consultant (carmen.consultant@domain.com); Rajiv Manager (rajiv.manager@domain2.com); Andrea Assistant (andrea.assistant@domain2.com); Sanjeev Secretary (sanjeev.secretary@domain3.com); Haribabu Finance (haribabu.finance@domain3.com); Peter Manager (peter.manager@domain.com); Walt Officer(walt.officer@domain2.com); Wayne Compliance(wayne.compliance@domain2.com); Marcie E Manager (marcie.manager@domain2.com); Deborah M. Attorney (deborah.attorney@domain.com); Reem Marketing (reem.marketing@domain.com); John Digital (john.digital@domain2.com); Tracy Finance (tracy.finance@domain2.com); Arun Contractor(arun.contractor@domain4.com); Robert Secretary (robert.secretary@alphapharm.com.au); Paul Administration (paul.administration@domain.com); David C. Partner (david.partner@domain.com)	(sandra.boardmember@domain.com); Thomas P. Marketing (thomas.marketing@domain.com); Matthew T. Associate (matthew.associate@domain.com); Tanvi Talent (tanvi.talent@domain.com)		week 51 summary		.msg	Attorney-Client		Associate, Sasa\pst\Sent Items; Secretary, Robert\pst\Inbox\2014; Finance, Haribabu\pst\Inbox	Requests counsel's legal opinion
PRIV_00009	FAMILY_00007	Standalone	PROD0002198812	PROD0002198814	12/17/14	12/17/14	Paralegal, Joseph; Administration, Kelsey		Joseph Paralegal (joseph.paralegal@domain.com)	Kelsey Administration (kelsey.administration@domain.com)	David A Manager (david.manager@domain.com)		RE: Matters identified for Legal Hold		.msg	Attorney-Client		Paralegal, Joseph\pst\Sent Items; Administration, Kelsey\pst\Inbox\Legal Hold	Requests counsel'a legal opinion
PRIV_00010	FAMILY_00008	Standalone	PROD0002198865	PROD0002198867	2/9/15	2/9/15	Associate, Richard		Richard B. Associate (richard.associate@domain2.com)	John S. Human Resources (john.humanresources@domain.com); Lisa Partner (lisa.partner@domain2.com)	Dana Director (dana.director@domain.com); David A Manager (david.manager@domain.com); Katie Marketing (katie.marketing@domain.com)		RE: Follow-up - PRIVILEGED		.msg	Attorney-Client		Associate, Robert\pst\Sent Items	Contains counsel's legal opinion
PRIV_00011	FAMILY_00009	Standalone	PROD0001595216	PROD0001595220	12/26/14	12/26/14	Partner, Samir; Finance, Nitin		Nitin Finance (nitin.finance@domain3.com)	Samir Partner (samir.partner@domain.com); Madhusa D. Director (madhusa.director@domain.com); Anil Scientist (anil.scientist@domain.com); Walt Officer(walt.officer@domain2.com); Abhijit Director (abhijit.director@domain3.com); Carmen Consultant (carmen.consultant@domain.com)	Wayne Compliance(wayne.compliance@domain2.com); Marcie E Manager (marcie.manager@domain2.com); Rajiv Manager (rajiv.manager@domain2.com); Haribabu Finance (haribabu.finance@domain3.com)		Fwd: Inquiry for the US market		.msg	Attorney-Client	Redacted	Partner, Samir\pst\Inbox; Finance, Nitin, \pst\Sent Items	Requests counsel'a legal opinion
PRIV_00012	FAMILY_00010	Standalone	PROD0002198218	PROD0002198219	1/6/15	1/6/15	Consultant, Carmen		Angela R. VicePresident (/o=exchangelabs/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=5-angela.r.vp)	Carmen Consultant (carmen.consultant@domain.com)	Rajiv Manager (rajiv.manager@domain2.com)		RE: Efforts		.msg	Attorney-Client		Consultant, Carmen\pst\Inbox\Efforts Docs\pst\Sent Items	Requests counsel'o legal opinion
PRIV_00013	FAMILY_00011	Parent			12/30/14	12/30/14	Associate, Sasa; Partner, Lisa		Sasa Associate (sasa.associate@domain.com)	Lisa Partner (lisa.partner@domain2.com)	Jason Information (jason.information@domain2.com); Colin Director (colin.director@domain.com); David A Manager (david.manager@domain.com); Russell J. Board Member (russell.boardmember@domain.com)		Pipeline optimization_Jan 2015.pptx		.msg	Attorney-Client		Associate, Sara\pst\Sent Items; Partner, Lisa\pst\Deleted Items	Requests counsel's legal opinion
PRIV_00014	FAMILY_00011	Child			12/30/14	12/30/14	Associate, Sasa; Partner, Lisa	Sasa Associate					Pipeline optimization_Jan 2015.pptx	Pipeline optimization_Jan	.pptx	Attorney-Client		Associate, Sara\pst\Sent Items; Partner, Lisa\pst\Deleted Items	Reflects counsel's legal opinion
PRIV_00015	FAMILY_00012	Standalone	PROD0002198815	PROD0002198817	12/31/14	12/31/14	Partner, Lisa		Russell J. Board Member (russell.boardmember@domain.com)	Lisa Partner (lisa.partner@domain2.com)	Jason Information (jason.information@domain2.com); Colin Director (colin.director@domain.com); Sasa Associate (sasa.associate@domain.com); David A Manager (david.manager@domain.com)		06_Pipeline optimization_Jan 2015.pptx		.msg	Attorney-Client		Partner, Lisa\pst\Deleted Items	Contains counsel's legal opinion

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PRIV_00016	FAMILY_00013	Standalone			1/6/15	1/6/15	Manager, Douglas; Manager, Tony; Talent, Mark		Douglas Manager (douglas.manager@domain.com)	Tony Manager (tony.manager@domain2.com); Joseph Compliance(joe.compliance@domain2.com); Mark Talent (mark.talent@domain.com); Ryan M. Director (ryan.director@domain.com)	Jill M. Paralegal (jill.paralegal@domain2.com)		Update - Privileged & Confidential		.msg	Attorney-Client; Work Product		Manager, Douglas\pst\Sent Items; Manager, Tony\pst\Inbox; Talent, Mark\pst\Inbox	Requests and contains counsel's legal opinion; prepared in anticipation of litigation
PRIV_00017	FAMILY_00014	Standalone	PROD0002198818	PROD0002198819	1/9/15	1/9/15	Supervisor, Joseph; Partner, Samir		Joseph J. Supervisor (joseph.supervisor@domain.com)	Dan SeniorVP (dan.seniorvp@domain2.com); Adam Administrator (adam.administrator@domain.com); Samir Partner (samir.partner@domain.com); Colin Director (colin.director@domain.com); David A Manager (david.manager@domain.com); Teresa Compliance(teresa.compliance@domain2.com); Kevan L President (kevan.president@domain2.com); Alison Attorney (alison.attorney@domain2.com); Abhijit Director (abhijit.director@domain3.com); Walt Officer(walt.officer@domain2.com); David C. Partner (david.partner@domain.com); Ann E. Consultant (ann.consultant@domain.com); Lisa Partner (lisa.partner@domain2.com); Jason Information (jason.information@domain2.com)	Wayne Compliance(wayne.compliance@domain2.com); Marcie E Manager (marcie.manager@domain2.com); Duana Secretary (duana.secretary@domain2.com)		FW: list updates	.msg	Attorney-Client		Supervisor, Joseph\pst\Sent Items; Partner, Samir\pst\Inbox	Contains counsel's legal opinion	
PRIV_00018	FAMILY_00015	Standalone			1/9/15	1/9/15	Director, Ryan		Ryan Director (domain-admin@domain-inc.hosted.jivesoftware.com)	Robert S. Talent (robert.talent@domain2.com)			[Privileged and Confidential] Announcement: Now Available!	.msg	Attorney-Client		Director, Ryan\pst\Sent Items	Reflects a request for counsel's legal opinion	
PRIV_00019	FAMILY_00016	Standalone			1/12/15	1/12/15	Associate, Sasa; Finance, Haribabu; Attorney, Deborah		Sasa Associate (sasa.associate@domain.com)	Carmen Consultant (carmen.consultant@domain.com); Andrea Assistant (andrea.assistant@domain2.com); Sanjeev Secretary (sanjeev.secretary@domain3.com); Haribabu Finance (haribabu.finance@domain3.com); Peter Manager (peter.manager@domain.com); Walt Officer(walt.officer@domain2.com); Marcie E Manager (marcie.manager@domain2.com); Wayne Compliance(wayne.compliance@domain2.com); Deborah M. Attorney (deborah.attorney@domain.com); Reem Marketing (reem.marketing@domain.com); Dwight D Marketing (dwight.marketing@domain.com); Chuck Manager (chuck.manager@domain2.com); John Digital (john.digital@domain2.com); Tracy Finance (tracy.finance@domain2.com); Arun Contractor(arun.contractor@domain4.com); Robert Secretary (robert.secretary@alphapharm.com.au); Pavan Human Resources (pavan.humanresources@domain.com); Peter Manager (peter.manager@domain.com); Paul Administration (paul.administration@domain.com); Atul Associate (atul.associate@domain.com); Sinead Marketing (sinead.marketing@domain.com); Katrina Consultant (katrina.consultant@domain.com); Rajesh Operations (rajesh.operations@domain3.com); Ajay SeniorVP (ajay.seniorvp@domain3.com); Jaspreet Marketing (jaspreet.marketing@domain3.com); Scott General Counsel(scott.generalcounsel@domain.com); Kim J. CFO (kim.cfo@domain.com)	Tanvi Talent (tanvi.talent@domain.com); Shazia Vice President (shazia.vicepresident@domain.com); Mehmet Paralegal (mehmet.paralegal@domain.com)		week 2 summary	.msg	Attorney-Client		Associate, Sasa\pst\Sent Items; Finance, Haribabu\pst\Deleted Items; Attorney, Deborah\pst\Inbox\Summaries	Requests counsel's legal opinion	

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PRIV_00020	FAMILY_00017	Standalone			1/13/15	1/13/15	Associate, Sasa; Consultant, Carmen		Sasa Associate (sasa.associate@domain.com)	Carmen Consultant (carmen.consultant@domain.com); Rajiv Manager (rajiv.manager@domain2.com); Andrea Assistant (andrea.assistant@domain2.com); Sanjeev Secretary (sanjeev.secretary@domain3.com); Haribabu Finance (haribabu.finance@domain3.com); Peter Manager (peter.manager@domain.com); Walt Officer (walt.officer@domain2.com); Marcie E Manager (marcie.manager@domain2.com); Wayne Compliance (wayne.compliance@domain2.com); Deborah M. Attorney (deborah.attorney@domain.com); John Digital (john.digital@domain2.com); Tracy Finance (tracy.finance@domain2.com); Arun Contractor (arun.contractor@domain4.com); Robert D. Counsel (robert.counsel@domain.com); Pavan Human Resources (pavan.humanresources@domain.com); Paul Administration (paul.administration@domain.com)	Matthew T. Associate (matthew.associate@domain.com); Thomas P. Marketing (thomas.marketing@domain.com); Sandra Finance (sandra.finance@domain2.com); Tanvi Talent (tanvi.talent@domain.com)		summary	.msg	Attorney-Client		Associate, Sasa\pst\Sent Items\; Consultant, Carmen\pst\Inbox	Requests counsel's legal opinion	
PRIV_00021	FAMILY_00018	Parent			1/13/15	1/13/15	CEO, Christine, Manager, Rajiv		Christine CEO (christine.ceo@domain.com)	Rajiv Manager (rajiv.manager@domain2.com); Tony Manager (tony.manager@domain2.com); John D. Digital (john.digital@domain.com); Mark Talent (mark.talent@domain.com); Debra K. Counsel (debra.counsel@domain.com)	Nina Director (nina.director@domain.com); Ashley Director (ashley.director@domain2.com); Claire Consultant (claire.consultant@domain.com); Renee P. Manager (renee.manager@domain2.com); Shannon L. Supervisor (shannon.supervisor@domain.com)		FOR REVIEW: launch press release	.msg	Attorney-Client		CEO, Christine\pst\Sent Items; Manager, Rajiv\Inbox\Press Releases	Requests counsel's legal opinion	
PRIV_00022	FAMILY_00018	Child			1/12/15	1/15/15	CEO, Christine, Manager, Rajiv	Rajiv Manager					01.12.15 Launches.docx	Launches	.docx	Attorney-Client		CEO, Christine\pst\Sent Items; Manager, Rajiv\Inbox\Press Releases	Reflects counsel's legal opinion
PRIV_00023	FAMILY_00018	Child			1/12/15	1/15/15	CEO, Christine, Manager, Rajiv	Nina Director					01.12.15 Backgrounder.docx	Backgrounder	.docx	Attorney-Client		CEO, Christine\pst\Sent Items; Manager, Rajiv\Inbox\Press Releases	Reflects counsel's legal opinion
PRIV_00024	FAMILY_00019	Standalone	PROD0002198220	PROD0002198222	1/14/15	1/14/15	CEO, Christine		John D. Digital (john.digital@domain.com)	Christine CEO (christine.ceo@domain.com); Rajiv Manager (rajiv.manager@domain2.com); Tony Manager (tony.manager@domain2.com); Mark Talent (mark.talent@domain.com); Debra K. Counsel (debra.counsel@domain.com)	Nina Director (nina.director@domain.com); Ashley Director (ashley.director@domain2.com); Claire Consultant (claire.consultant@domain.com); Renee P. Manager (renee.manager@domain2.com); Shannon L. Supervisor (shannon.supervisor@domain.com)		RE: FOR REVIEW: launch press release	.msg	Attorney-Client		CEO, Christine\pst\Sent Items;	Contains counsel's legal opinion	
PRIV_00025	FAMILY_00020	Standalone	PROD0002196695	PROD0002196697	1/14/15	1/14/15	Paralegal, Joseph; Executive, Rodney		Joseph Paralegal (joseph.paralegal@domain.com)	Rodney Executive (rodney.executive@domain.com); Stafford Strategy (stafford.strategy@domain.com)			RE: Information Requests	.msg	Attorney-Client; Work Product		Paralegal, Joseph\pst\Sent Items; Executive, Rodney\pst\Inbox\2015	Requests counsel's legal opinion; prepared in anticipation of litigation	
PRIV_00026	FAMILY_00021	Standalone	PROD0002196698	PROD0002196700	1/14/15	1/14/15	Paralegal, Joseph; Executive, Rodney		Joseph Paralegal (joseph.paralegal@domain.com)	Rodney Executive (rodney.executive@domain.com)	Tom W. Director (tom.director@domain.com)		RE: Information Requests	.msg	Attorney-Client; Work Product		Paralegal, Joseph\pst\Sent Items; Executive, Rodney\pst\Inbox\2015	Requests counsel's legal opinion; prepared in anticipation of litigation	
PRIV_00027	FAMILY_00022	Standalone			1/16/15	1/16/15	Consultant, Carmen; Rajiv, Manager		Carmen Consultant (carmen.consultant@domain.com)	Rajiv Manager (rajiv.manager@domain2.com)	Marcie E Manager (marcie.manager@domain2.com); Deborah M. Attorney (deborah.attorney@domain.com)		Compliance Issues	.msg	Attorney-Client		Consultant, Carmen\pst\Sent Items; Manager, Rajiv\pst\Inbox\Compliance	Requests counsel's legal opinion	
PRIV_00028	FAMILY_00023	Standalone			1/20/15	1/20/15	Consultant, Carmen; Rajiv, Manager		Deborah M. Attorney (deborah.attorney@domain.com)	Rajiv Manager (rajiv.manager@domain2.com); Sanjeev Secretary (sanjeev.secretary@domain3.com); Reem Marketing (reem.marketing@domain.com); Carmen Consultant (carmen.consultant@domain.com)			meeting pre-calls	.msg	Attorney-Client		Consultant, Carmen\pst\Sent Items; Manager, Rajiv\pst\Inbox\Compliance	Contains counsel's legal opinion	

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PRIV_00029	FAMILY_00024	Standalone			1/23/15	1/23/15	Director, Ryan		Ryan Director (domain-admin@domain-inc.hosted.jivesoftware.com)	Robert S. Talent (robert.talent@domain2.com)			[Privileged and Confidential] Announcement: Due Today		.msg	Attorney-Client		Director, Ryan\pst\Sent Items	Requests and contains counsel's legal opinion
PRIV_00030	FAMILY_00025	Standalone			1/23/15	1/23/15	Director, Colin; Partner, Lisa		Colin Director (colin.director@domain.com)	Lisa Partner (lisa.partner@domain2.com)	Teresa Compliance(teresa.compliance@domain2.com); Jason Information (jason.information@domain2.com); David A Manager (david.manager@domain.com); Russell J. Board Member (russell.boardmember@domain.com); Ryan Compliance (ryan.compliance@domain.com)		Projects - Privileged		.msg	Attorney-Client		Directo, Colin\pst\Sent Items; Partner, Lisa\pst\Privileged	Requests counsel's legal opinion