



## United States Department of Justice

### United States Attorney's Office Central District of California

Phone: [REDACTED]  
E-mail: [REDACTED]

1300 United States Courthouse  
312 North Spring Street  
Los Angeles, California 90012

October 5, 2021

Custodian of Records  
Signal Messenger, LLC  
[REDACTED]  
Mountain View, CA 94041

Re: Federal Grand Jury Subpoena

Dear Sir or Madam:

The enclosed subpoena has been issued in connection with an official criminal investigation being conducted by the Federal Bureau of Investigation. The subpoena requires that a custodian of records from your business appear before the grand jury and produce the records described in the subpoena on the date and at the time specified on the subpoena.

As a convenience to you, you can produce the demanded documents by mail or in person to Special Agent [REDACTED] of the Federal Bureau of Investigation, who will deliver the requested documents to the grand jury. If you would like to do so in order to avoid a personal appearance, you must (a) deliver or mail the documents so that they are received in advance of the date specified on the subpoena; and (b) have an appropriate custodian of records from your business fill in the declaration enclosed with this letter. Unless you comply with both of those requirements, a custodian of records must appear in person to produce the documents. If you choose to mail the records, please send them to the following address:

Special Agent [REDACTED]  
Federal Bureau of Investigation  
[REDACTED]

Please ensure that any electronically stored information complies with the production specifications in the attached document. Please do not deliver or mail any of the subpoenaed documents to the United States Attorney's Office.

In any correspondence with our Office regarding production of materials or reimbursement of costs, it is important that you include the unique subpoena identifying number.

Signal Messenger, LLC  
RE: Federal Grand Jury Subpoena  
October 5, 2021  
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That number is listed as either the Call Number, found on the bottom right of the subpoena, or the Tracking Number, found on the top left of the OBD- 211 invoice.

Because this subpoena relates to an ongoing criminal investigation, we request that you not disclose the existence of or compliance with the subpoena. Premature disclosure could impede the investigation. We request that you give us advance notice if you plan to disclose the existence of or compliance with the subpoena.

If you have any other questions regarding compliance with this subpoena, please call me at [REDACTED] or Special Agent [REDACTED] at [REDACTED].

Very truly yours,

[REDACTED]

Assistant United States Attorney

Enc.

# UNITED STATES DISTRICT COURT

for the  
CENTRAL DISTRICT OF CALIFORNIA

TO: Custodian of Records  
Signal Messenger, LLC  
[REDACTED]  
Mountain View, CA 94041

## SUBPOENA TO TESTIFY BEFORE A GRAND JURY

SUBPOENA FOR:

Person

Document(s) or Object(s)

**YOU ARE COMMANDED** to appear in this United States District Court at the time, date, and place shown below to testify before the Court's Grand Jury. When you arrive, you must remain at the court until the judge or a court officer allows you to leave.

PLACE:  <b>ROYBAL FEDERAL BUILDING 255 EAST TEMPLE STREET LOS ANGELES, CALIFORNIA 90012</b>	COURTROOM: <b>Room 650, 6th Floor</b>
	DATE AND TIME: <b>October 15, 2021 at 9:00 AM</b>

You must also bring with you the following documents, electronically stored information, or objects:

See Attachment

CLERK OF COURT:

*Kiry K. Gray*

By Kiry K. Gray, Clerk of the Court



DATE:

October 5, 2021

This subpoena is issued on application  
of the United States of America

TRACY L. WILKISON  
Acting United States Attorney

[REDACTED]  
Assistant United States Attorney  
1300 United States Courthouse  
312 North Spring Street  
Los Angeles, California 90012  
Telephone: [REDACTED] Call# R 22 00118

Special Agent: [REDACTED]  
Telephone: [REDACTED]

Note: An agent of the Federal Bureau of Investigation will deliver the above-mentioned document(s) or object(s) to the Grand Jury should you desire to volunteer them to the Grand Jury in advance of the date indicated above.

**ATTACHMENT TO GRAND JURY SUBPOENA**  
**Signal Messenger, LLC**

Please provide records pertaining to account (s) associated with or owned by [REDACTED], date of birth [REDACTED] or telephone number [REDACTED]. Documents and records to provide are specified below.

- **Subscriber Information:** Signal Messenger username/accounts with associated subscriber information to include if available: Full legal name, date and time of account creation, date of birth, photographs, phone number, home address, email, tax ID number, utility bills, and information from submitted photo ID (which may include passport number, driver's license details, national identity card details, gender, or signature) if available
- **Financial Information:** Including bank account information, payment card primary account number (PAN), or other information about added payment methods if available
- **Transaction History:** Including information specific to financial transactions entered using Signal Messenger if available
- **Job-Related Information:** Including job title and any other provided descriptions of employment if available
- **Online Behaviors:** Including device data, site interactions, and cookies if available
- **Activity Log:** Including logs of click-stream data if available
- **Communications:** Including records of correspondence with Support team and subscriber information (listed above) of other users of Signal Messenger with dates/times that have communicated with the above referenced party or phone number if available
- **Survey Responses:** Including responses to any surveys completed for Signal Messenger LLC if available
- **Connected Applications:** Including applications connected through Signal Messenger account if available
- **Referrals:** Including information related to any referrals made to Signal Messenger LLC if available.

**Please do not disclose/notify the user of the issuance of this subpoena. Disclosure to the user(s) could impede an investigation or obstruct justice.**

**Please direct all inquiries regarding this subpoena to:**

**Special Agent [REDACTED]  
Federal Bureau of Investigation**

**Phone:** [REDACTED]

**Fax:** [REDACTED]

**Email:** [REDACTED]

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DECLARATION OF CUSTODIAN CERTIFYING BUSINESS RECORD

I, \_\_\_\_\_, hereby declare as follows:  
(name)

1. I am a duly authorized custodian of records for \_\_\_\_\_ (the "Business Entity"). In that capacity, I am knowledgeable about the matters set forth herein and I am qualified and authorized to make this declaration.  
(name of business entity)

a. My job title/position is:

b. I have been employed in this capacity for \_\_\_\_\_

\_\_\_\_\_ and by the Business Entity for \_\_\_\_\_.  
(duration) (duration)

c. My job duties are:

d. I am knowledgeable about the matters set forth herein and the relevant record-keeping practices of the Business Entity based upon (check all that apply):

Training.

Familiarity with relevant policy/policies.

Hands-on experience.

Supervision of one or more others with hands-on experience.

Other. Describe:

2. Attached hereto or enclosed herewith are *originals/true and correct duplicates* of a record or records of a regularly conducted activity of the Business Entity named above.

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(Circle either "originals" or "true and correct duplicates" and strike out the other term.)

3. I certify that the attached record(s):

a. was/were made at or near the time of the occurrence of the matters set forth therein,

b. was/were made by, or from information transmitted by, a person with knowledge of those matters;

c. was/were kept in the course of the regularly conducted activity of the Business Entity;

d. was/were made by and in the course of the regularly conducted activity as a regular practice;

e. if not original records, are exact duplicates of original records.

I declare under penalty of perjury that the foregoing is true and correct. This declaration is executed at \_\_\_\_\_, (place document was signed)

on \_\_\_\_\_, (date document was signed)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(typed or printed name)

## **Specifications for Production of ESI and Digitized Images**

This document describes the technical requirements for the collection and production of paper and electronically stored information ("ESI"). Careful consideration should be given to the methodology, implementation and documentation of ESI collection to ensure that all responsive data and metadata are preserved in the collection process.

### **1. Specification Modifications**

Any modifications or deviations from these Specifications may be done only with the express permission of the subpoena issuer. Any responsive data or documents that exist in locations or native forms not discussed in these Specifications remain responsive and, therefore, arrangements should be made with the subpoena issuer to facilitate their production.

### **2. Production Format of ESI and Imaged Hard Copy**

Responsive ESI and imaged hard copy shall be produced in the format outlined below. All ESI, except as outlined below in sections 9-19, shall be rendered to type TIFF image format and accompanied by a document review platform cross reference file as set forth in section 2(b) below. All applicable metadata (see section 3 below) shall be extracted and provided in a standard document review platform load file format as set forth in section 2(c) below.

a. **Image File Format:** All images, paper documents scanned to images, or rendered ESI shall be produced as fully searchable 300 dpi single-page TIFF files, CCITT Group IV (2D Compression). Documents should be uniquely and sequentially Bates numbered with an endorsement burned into each image.

- All TIFF file names shall include the unique Bates number burned into the image.
- Each Bates number shall be a standard length of eight or more digits, include leading zeros in the number, and be unique for each produced page.
- All TIFF image files shall be stored with the ".TIF" extension.
- Images shall be OCR'd using a standard COTS products.
- All pages of a document or all pages of a collection of documents that comprise a folder or other logical grouping, including a box, shall be delivered on a single piece of media.
- No image folder shall contain more than 10,000 images.
- The entire file path, including the complete file name, shall not exceed 175 characters.

b. **Document Review Platform Cross Reference file:** Images should be accompanied by an Image Cross Reference file that associates each Bates number with its corresponding single-page TIFF image file. The Cross Reference file should also contain the image file path for each Bates numbered page. Image Cross Reference Sample Format:

```
IM,ABC00000001,D,0,@VOL_001;IMAGES\00\001; ABC00000001.tif;2,0
IM,ABC00000001,D,0,@VOL_001;IMAGES\00\001; ABC00000001.tif;2,0
IM,ABC00000001,C,0,@VOL_001;IMAGES\00\001; ABC00000001.tif;2,0
IM,ABC00000001, ,0,@VOL_001;IMAGES\00\001; ABC00000001.tif;2,0
IM,ABC00000001, ,0,@VOL_001;IMAGES\00\001; ABC00000001.tif;2,0
IM,ABC00000001,D,0,@VOL_001;IMAGES\00\001; ABC00000001.tif;2,0
```

c. **Document Review Platform Load File:** Images should also be accompanied by a "text load file" containing delimited text that will populate fields in a searchable, flat database environment. The file should contain the required fields listed below in section 3.

- ASCII text delimited load files are defined using the following delimiters:

<i>Field Separator</i>	¶	<i>or Code 020</i>
<i>Text Qualifier</i>	þ	<i>or Code 254</i>
<i>Substitute Carriage Return or New Line</i>	®	<i>or Code 174</i>

- The text file should also contain hyperlinks to applicable native files, such as Excel, PowerPoint, audio, or video files.
- There should be one line for every record in a collection.
- The load file must contain a field map/key listing the metadata/database fields in the order they appear within the data file. For example, if the data file consists of a First Page of a Record (starting Bates), Last Page of a Record (ending Bates), Document ID, Document Date, File Name, and a Title, then the structure may appear as follows:

## Specifications for Production of ESI and Digitized Images

␣BEGDOC␣␣ENDDOC␣␣DOCID␣␣DOCDATE␣␣FILENAME␣␣TITLE␣

- The extracted/OCR text for each document should be provided as a separate single text file. The file name should match the BEGDOC# or DOCID for that specific record and be accompanied by the \*.TXT extension.
- Text files shall not be provided in the same folder as the TIFF images.

### 3. Required Metadata/Database Fields

The metadata of ESI should be extracted and provided in a \*.DAT file using the field definitions and formatting described below:

- A "✓" denotes that the indicated field should be present in the load file produced.
- "Other ESI" includes non-e-mail or hard copy documents, including but not limited to data discussed in sections 6-9 and 12-19 below.

Field name	Field Description	Field Type	Field Value	Hard Copy	E-Mail	Other ESI
COMPANY	Company/Organization submitting data	Full Text	Unlimited	✓	✓	✓
BOX#	Submission/volume/box number	Note Text	10	✓	✓	✓
CUSTODIAN	Custodian(s)/Source(s) [Format: Last, First or ABC Dept.]	Multi-Entry	Unlimited	✓	✓	✓
AUTHOR	Creator of the document	Note Text	160			✓
BEGDOC#	Start Bates (including prefix) - No spaces	Note Text	60	✓	✓	✓
ENDDOC#	End Bates (including prefix) - No spaces	Note Text	60	✓	✓	✓
DOCID	Unique document Bates number or populate with the same value as Start Bates (DOCID = BEGDOC#)	Note Text	60	✓	✓	✓
PGCOUNT	Page Count	Integer	10	✓	✓	✓
PARENTID	Parent's DOCID or Parent's Start Bates (for EVERY document including all Child documents)	Note Text	60	✓	✓	✓
ATTACHIDs	Child document list; Child DOCID or Child Start Bates	Multi-Entry	60	✓	✓	✓
ATTACHLIST	List of Attachment Bates numbers	Multi-Entry	Unlimited		✓	✓
BEGATTACH	Start Bates of first attachment	Note Text	60	✓	✓	✓
ENDATTACH	End Bates of last attachment	Note Text	60	✓	✓	✓
PROPERTIES	Privilege notations (e.g., Redacted, Document Withheld Based on Privilege)	Multi-Entry	Unlimited	✓	✓	✓
RECORD TYPE	File, E-mail, Attachment, or Hard Copy	Note Text	60	✓	✓	✓
FROM	Author [Format: Last name, First name]	Note Text	160		✓	✓
TO	Recipient [Format: Last name, First name]	Multi-Entry	Unlimited		✓	✓
CC	Carbon Copy Recipients [Format: Last name, First name]	Multi-Entry	Unlimited		✓	✓
BCC	Blind Carbon Copy Recipients [Format: Last name, First name]	Multi-Entry	Unlimited		✓	✓



## **Specifications for Production of ESI and Digitized Images**

<b>Field name</b>	<b>Field Description</b>	<b>Field Type</b>	<b>Field Value</b>	<b>Hard Copy</b>	<b>E-Mail</b>	<b>Other ESI</b>
SUBJECT	Subject/Document Title	Note Text	Unlimited		✓	✓
CONVINDEXT	E-mail system ID used to track replies, forwards, etc.	Note Text	Unlimited		✓	
DOCDATE	Document Date/Date Sent [Format: YYYY/MM/DD]	Date Keyed	YYYY/MM/DD			✓
BODY	E-mail body, Other Electronic Document Extracted text, or OCR	Full Text	Unlimited	✓	✓	✓
TIMESENT	Time e-mail was sent	Time	10		✓	
DATECRTD	Date Created	Date	YYYY/MM/DD		✓	✓
DATESVD	Date Saved	Date	YYYY/MM/DD		✓	✓
DATEMOD	Date Last Modified	Date Keyed	YYYY/MM/DD		✓	✓
DATERCVD	Date Received	Date	YYYY/MM/DD		✓	
DATEACCD	Date Accessed	Date	YYYY/MM/DD		✓	✓
FILESIZE	File Size	Note Text	10			✓
FILENAME	File name - name of file as it appeared in its original location	Full Text	Unlimited			✓
APPLICATION	Application used to create native file (e.g., Excel, Outlook, Word)	Note Text	160		✓	✓
FILE EXTENSION	Extension for the file (e.g., *.DOCX; *.XLS)	Note Text	10		✓	✓
FILEPATH	Data's original source full folder path	Full Text	Unlimited		✓	✓
NATIVELINK	Current file path location to the native file	Full Text	Unlimited		✓	✓
FOLDERID	E-mail folder path (e.g., Inbox\Active) or Hard Copy container information (e.g., Folder or binder name)	Full Text	Unlimited	✓	✓	
PARAGRAPH	Subpoena/request paragraph number to which the document is responsive	Multi-Entry	Unlimited	✓	✓	✓
HASH	Hash value (used for deduplication or other processing) (e-mail hash values must be run with the e-mail and all of its attachments)	Note Text	Unlimited		✓	✓
MESSAGEHEADER	E-mail header. Can contain IP address	Full Text	Unlimited		✓	
ATTACHMCOUNT	Number of attachments to an e-mail	Note Text	10		✓	
FILETYPE	Identifies the application that created the file	Note Text	160		✓	✓
COMMENTS	Identifies whether the document has comments associated with it	Note Text	10		✓	✓

4. **De-duplication, Near-Duplicate Identification, E-mail Conversation Threading, and Other Culling Procedures**  
De-duplication of exact copies within a custodian's data may be done, but all "filepaths" must be provided for each duplicate document. The recipient shall not use any other procedure to cull, filter, group, separate or de-duplicate

## **Specifications for Production of ESI and Digitized Images**

(i.e., reduce the volume of) responsive material before discussing with and obtaining the written approval of the subpoena issuer. All objective coding (e.g., near dupe ID or e-mail thread ID) shall be discussed and produced to the subpoena issuer as additional metadata fields.

### **5. Hidden Text**

All hidden text (e.g., track changes, hidden columns, mark-ups, notes) shall be expanded and rendered in the image file. For files that cannot be expanded the native files shall be produced with the image file.

### **6. Embedded Files**

All non-graphic embedded objects (e.g., Word documents, Excel spreadsheets, \*.WAV files) that are found within a file shall be extracted and produced. For purposes of production the embedded files shall be treated as attachments to the original file, with the parent/child relationship preserved.

### **7. Image-Only Files**

All image-only files (i.e., non-searchable PDFs, multi-page TIFFs, Snipping Tool and other screenshots, as well as all other images that contain text) shall be produced with associated OCR text and metadata/database fields identified in section 3 for "Other ESI."

### **8. Hard Copy Records**

- a. All hard copy material shall reflect accurate document unitization including all attachments and container information (to be reflected in the PARENTID, ATTACHID, BEGATTACH, ENDATTACH and FOLDERID). Unitization in this context refers to identifying and marking the boundaries of documents within the collection, where a document is defined as the smallest physical fastened unit within a bundle (e.g., staples, paper clips, rubber bands, folders, or tabs in a binder). The first document in the collection represents the parent document and all other documents represent the children.
- b. All documents shall be produced in black and white TIFF format unless the image requires color. An image "requires color" when color in the document adds emphasis to information in the document or is itself information that would not be readily apparent on the face of a black and white image. Images identified as requiring color shall be produced as color 300 dpi single-page JPEG files.
- c. All objective coding (e.g., document date or document author) should be discussed and produced to the subpoena issuer as additional metadata/database fields.

### **9. Production of Spreadsheets and Presentation Files**

All spreadsheet and presentation files (e.g., Excel, PowerPoint) shall be produced in the unprocessed "as kept in the ordinary course of business" state (i.e., in native format). See section 18 below. The file produced should maintain the integrity of all source, custodian, application, embedded and related file system metadata. No alteration shall be made to file names or extensions for responsive native electronic files.

### **10. Production of E-mail Repositories**

E-mail repositories, also known as e-mail databases (e.g., Outlook \*.PST, Lotus \*.NSF), can contain a variety of items, including: messages, calendars, contacts, tasks. For purposes of production, responsive items shall include the "E-mail" metadata/database fields outlined in section 3, including but not limited to all parent items (mail, calendar, contacts, tasks, notes, etc.) and child files (attachments of files to e-mail or other items) with the parent/child relationship preserved. E-mail databases from operating systems other than Microsoft Exchange shall be produced after consultation with and written consent of the subpoena issuer about the format for the production of such databases.

### **11. Production of Items Originally Generated in E-Mail Repositories But Found and Collected Outside of E-mail Repositories, i.e., "Stand-alone" Items**

Any parent e-mail or other parent items (e.g., calendar, contacts, tasks, notes) found and collected outside of e-mail repositories (e.g., items having extensions like \*.MSG, \*.HTM, \*.MHT), shall be produced items with the "E-mail" metadata fields outlined in section 3, including but not limited to any attachments, maintaining the family (parent/child) relationship.

## **Specifications for Production of ESI and Digitized Images**

12. **Production of Instant Messenger (IM), Voicemail Data, Audio Data, Video Data, etc.**  
The responding party shall identify, collect, and produce any and all data which is responsive to the requests which may be stored in audio or video recordings, cell phone/PDA/Blackberry/smart phone data, tablet data, voicemail messaging data, instant messaging, text messaging, conference call data, video/audio conferencing (e.g., GoTo Meeting, WebEx), and related/similar technologies. However, such data, logs, metadata or other files related thereto, as well as other less common but similar data types, shall be produced after consultation with and written consent of the subpoena issuer about the format for the production of such data.
13. **Social Media**  
Prior to any production of responsive data from social media (e.g., Twitter, Facebook, Google+, LinkedIn) the producing party shall first discuss with the subpoena issuer the potential export formats before collecting the information.
14. **Productions of Structured Data**  
Prior to any production of responsive data from a structured database (e.g., Oracle, SAP, SQL, MySQL, QuickBooks), the producing party shall first provide the database dictionary and a list of all reports that can be generated from the structured database. The list of reports shall be provided in native Excel (\*.XLS) format.
15. **Productions of Structured Data from Proprietary Applications**  
Prior to any production of structured data from proprietary applications (e.g., proprietary timekeeping, accounting, sales rep call notes, CRMs, SharePoint) the producing party shall first provide the database dictionary and a list of all reports that can be generated from the structured database. The list of reports shall be produced in native Excel (\*.XLS) format.
16. **Production of Photographs with Native File or Digitized ESI**  
Photographs shall be produced as single-page JPEG files with a resolution equivalent to the original image as it was captured/created. All JPEG files shall have extracted metadata/database fields provided in a standard document review platform load file format as outlined in section 3 for "Other ESI."
17. **Images from which Text Cannot be OCR Converted**  
An exception report shall be provided when limitations of paper digitization software/hardware or attribute conversion do not allow for OCR text conversion of certain images. The report shall include the electronic Bates, Document ID or Bates number(s) corresponding to each such image.
18. **Format of ESI from Non-PC or Non-Windows-based Systems**  
If responsive ESI is in non-PC or non-Windows-based Systems (e.g., Apple, IBM mainframes, UNIX machines), the ESI shall be produced after discussion with and written consent of the subpoena issuer about the format for the production of such data.
19. **Production of Native Files (When Applicable Pursuant to These Specifications)**  
Productions of native files as called for in these Specifications shall have extracted metadata/database fields provided in the standard document review platform load file format as defined in the field specifications for "Other ESI" as outlined in section 3.

ESI shall be produced in a manner which is functionally useable by the subpoena issuer. The following are examples:

- AutoCAD data (e.g., \*.DWG, \*.DXF) shall be processed/converted and produced as single-page \*.JPG image files and accompanied by a standard document review platform formatted load as described above. The native files shall be placed in a separate folder on the production media and linked by a hyperlink within the text load file.
- GIS data shall be produced in its native format and be accompanied by a viewer such that the mapping or other data can be reviewed in a manner that does not detract from its ability to be reasonably understood.
- Audio and video recordings shall be produced in native format and be accompanied by a viewer if such recordings do not play in a generic application (e.g., Windows Media Player).

## **Specifications for Production of ESI and Digitized Images**

### **20. Bates Number Convention**

All images should be assigned Bates numbers before production to the subpoena issuer. The numbers should be "endorsed" (or "burned in") on the actual images. Native files should be assigned a single Bates number for the entire file. The Bates number shall not exceed 30 characters in length and include an 8-digit number that includes leading zeros. The Bates number shall be a unique name/number common to each page (when assigned to an image) or to each document (when assigned to a native file). If the subpoena issuer agrees to a rolling production, the naming/numbering convention shall remain consistent throughout the entire production. There shall be no spaces between the prefix and numeric value. However, it is highly recommended that an underscore be used between any prefix and the digits of a Bates number. If suffixes are required, please use "dot notation." Below is a sample of dot notation:

PREFIX\_00000001  
PREFIX\_00000001.001  
PREFIX\_00000001.002

PREFIX\_00000003  
PREFIX\_00000003.001  
PREFIX\_00000003.002

### **21. Media Formats for Storage and Delivery of Production Data**

Electronic documents and data shall be delivered on any of the following media:

- a. CD-ROMs and/or DVD-R (+/-) formatted to ISO/IEC 13346 and Universal Disk Format 1.02 specifications.
- b. External hard drives (USB 2.0 (or better) or eSATA, formatted to NTFS format specifications) or flash drives.
- c. Storage media used to deliver ESI shall be appropriate to the size of the data in the production.
- d. Media should be labeled with the case name, production date, Bates range, and producing party.

### **22. Virus Protection and Security for Delivery of Production Data**

Production data shall be free of computer viruses. Any files found to include a virus shall be quarantined by the producing party and noted in a log to be provided to the subpoena issuer. Password protected or encrypted files or media shall be provided with corresponding passwords and specific decryption instructions. No encryption software shall be used without the prior written consent of the subpoena issuer.

### **23. Compliance and Adherence to Generally Accepted Technical Standards**

Production shall be in conformance with standards and practices established by the National Institute of Standards and Technology ("NIST" at [www.nist.gov](http://www.nist.gov)), U.S. National Archives & Records Administration ("NARA" at [www.archives.gov](http://www.archives.gov)), American Records Management Association ("ARMA International" at [www.arma.org](http://www.arma.org)), American National Standards Institute ("ANSI" at [www.ansi.org](http://www.ansi.org)), International Organization for Standardization ("ISO" at [www.iso.org](http://www.iso.org)), and/or other U.S. subpoena issuer or professional organizations.

### **24. ReadMe Text File**

All deliverables shall include a readme text file at the root directory containing: total number of records, total number of images/pages or files, mapping of fields to plainly identify field names, types, lengths and formats. The readme file shall also indicate the field name to which images will be linked for viewing, date and time format, and confirmation that the number of files in load files matches the number of files produced.

### **25. Exception Log**

An Exception Log shall be included documenting any production anomalies utilizing the electronic Bates number (document ID or control numbering) assigned during the collection, processing and production phases.