From: Kyle Moring [redacted]
Subject: Supplemental Preservation Notice — City Records and ESI — June 1, 2025 to Present
Date: June 1, 2026 at 6:52 PM
To: Candias Webster cwebster@mtpleasanttx.gov, Rob Vine rvine@mtpleasanttx.gov, Austin Beck abeck@dtrglaw.com, Lea Ream lream@dtrglaw.com
Cc: Wesley Lyon wlyon@mtpleasanttx.gov, Carl Hinton chinton@mtpleasanttx.gov, Debbie Corbell dcorbell@mtpleasanttx.gov, Kelly Redfearn kredfearn@mtpleasanttx.gov, Jonathan Hageman jhageman@mtpleasanttx.gov, Melanie Knight melanie.knight@mtpleasanttx.gov

Dear Ms. Webster, Mr. Vine, and City legal representatives:

Councilmembers are copied for notice only. This correspondence is directed to the City through its Records Management Officer, City Manager, and legal counsel. No response is requested from any councilmember individually or collectively, and I do not request or invite discussion, deliberation, polling, forwarding, reply-all communications, or any collective action by councilmembers outside a properly noticed meeting. Any City response should be made only through the City Secretary / Records Management Officer, City Manager, or legal counsel.

Please treat this correspondence as a supplemental preservation and litigation-hold notice to the City of Mount Pleasant, the Mount Pleasant Police Department, the Mount Pleasant Fire Department, Development Services, Code Enforcement, Building Inspections, Utilities/Public Works, Records Management, Information Technology, Finance, Municipal Court, and all other City departments, officials, employees, agents, vendors, contractors, temporary custodians, and current or former outside counsel who may possess, control, maintain, access, administer, export, search, review, produce, withhold, delete, purge, or modify records or electronically stored information described below.

This notice supplements and does not replace my prior preservation notices, including my preservation notice dated November 3, 2025, and the preservation language included in later Texas Public Information Act correspondence, follow-up notices, incomplete-production notices, administrative complaints, and related communications.

This notice concerns pending administrative public-information disputes and reasonably anticipated judicial proceedings involving the City's handling of public-information requests, search methodology, production completeness, production format, temporary-custodian records, source-system records, vendor-held records, electronic records, metadata, audit logs, no-records positions, withholding/ruling positions, cost/production issues, production-folder access, and preservation of public information.

This notice is not a new TPIA request. It does not seek production of records by this email. It is not intended to restart, narrow, expand, waive, or modify any pending or prior TPIA request, complaint, objection, right, deadline, or remedy. Production, if any, should occur only through the TPIA process, court process, administrative process, or other appropriate legal channel.

This notice is intended to require preservation of records and ESI reasonably likely to be relevant to the matters identified below. It is not intended to require preservation of wholly unrelated municipal records or to impose obligations beyond those required by applicable law, records-retention law, court rules, or reasonable litigation-hold practices.

Please immediately preserve all records, electronically stored information, metadata, audit logs, source-system records, physical records, vendor records, temporary-custodian records, and related materials described below.

I. Preservation period

The preservation period is June 1, 2025 through the present, and prospectively until this preservation hold is expressly lifted in writing.

Please also preserve any earlier records necessary to identify, interpret, authenticate, explain, locate, export, or verify records within that period, including system-configuration records, user-assignment records, phone-line assignment records, Microsoft 365 tenant/subscription records, Microsoft Purview/eDiscovery settings, retention settings, audit-log settings, PBX/vendor configuration records, HSCloud/Inspection Manager configuration records, MyGov configuration records, Tyler Technologies platform configuration records, OpenGov configuration records, records-retention schedules, legal-hold records, search/export records, and prior-production or prior-disclosure records.

II. Persons, custodians, entities, and vendors covered

This hold applies to records in the possession, custody, control, or right of access of the City and any City department, official, employee, former employee, temporary custodian, contractor, vendor, IT provider, outside counsel, or agent acting for or on behalf of the City.

Covered custodians include, without limitation, the City Manager, Mayor, City Secretary / Records Management Officer, City Attorney function, current and former outside counsel, MPPD Chief and command staff, MPPD Records, MPPD dispatch/communications, MPPD officers and detectives involved in relevant matters, MPFD/fire officials, Fire Marshal personnel, Development Services, Code Enforcement, Building Inspections, Utilities/Public Works, Finance, Municipal Court, OpenGov/financial-transparency personnel, Bryan IT or other IT providers, telecom/PBX/VoIP vendors, Microsoft 365 administrators, HSCloud/Inspection Manager users or administrators, MyGov users or administrators, Tyler Technologies platform users or administrators, OpenGov users or administrators, and any person who searched for, exported, reviewed, redacted, produced, withheld, removed, disabled, recalled, replaced, or discussed responsive or relevant records.

This hold also applies to temporary custodians who created, received, maintained, stored, sent, accessed, searched, exported, or controlled public information on personal devices, personal phones, personal email accounts, personal cloud accounts, personal messaging applications, private carrier accounts, or other non-City systems while conducting City business.

Covered vendors and third-party systems include, without limitation, Microsoft, Bryan IT or any City IT provider, telecommunications providers, PBX/VoIP providers, HSCloud / HealthSpace / Inspection Manager or successor platforms, MyGov, Tyler Technologies, OpenGov, Schneider Electric or Schneider-related systems, payment processors, utility/meter vendors, permitting/inspection/code-enforcement vendors, municipal-court vendors, law-enforcement records vendors, and any other vendor or contractor maintaining City records, audit logs, metadata, exports, backups, configuration records, or access logs.

III. Subject matters to preserve

Please preserve all records and ESI relating to any of the following subjects:

1. Kyle Douglas Moring, including references to "Kyle," "Moring," "Mr. Moring," "KDM,", [redacted], my phone number, my TPIA requests, my administrative complaints, my correspondence with the City, City discussions about me, or City discussions about how to respond to me.
2. Walmart Supercenter Store #131, 2311 South Jefferson Avenue, Mount Pleasant, Texas 75455, including Walmart operations, inspections, complaints, fire/life-safety issues, food-safety issues, criminal-trespass issues, regulatory issues, police responses, fire responses, code/building issues, plan records, safe/fire/utility plan records, and communications with Walmart personnel, Walmart Legal, Walmart Ethics, Walmart Asset Protection, Walmart Global Investigations, Walmart managers, Walmart contractors, Walmart agents, or Walmart outside representatives.
3. MPPD Case Nos. [redacted], 25-17553, and 25-15902, including offense reports, report logs, creation/edit/audit logs, referral records, routing records, RMS fields, CAD/MDT records, call-for-service records, dispatch records, unit histories, audit/change logs, radio/911 audio, BWC/MVR records, supervisory notes, after-action notes, evidence records, attachments, screenshots, source records, and records concerning production, withholding, redaction, disclosure, recall, removal, replacement, or release of those records.
4. The October 28, 2025 Walmart inspection, including HSCloud/Inspection Manager records, MyGov records, Tyler Technologies records, FS-473844, inspection assignments, food-safety complaint records, complaint-routing records, inspector notes, internal communications, photos, reports, attachments, export records, workflow records, audit logs, and any no-records or search discussions.
5. The January 13, 2026 Walmart inspection and any related fire, building, code, food-safety, complaint, assignment, follow-up, inspection, permitting, plan-review, workflow, or communication records in City email, HSCloud/Inspection Manager, MyGov, Tyler Technologies platforms, OpenGov, Microsoft 365, shared drives, or any other City or vendor system.
6. The January 9, 2026 / February 13, 2026 MPFD follow-up inspection records, including any email or electronic-signature record referenced by the inspection system, the meaning of "Signature of: E-Mail," inspection-report transmittals, HSCloud/Inspection Manager logs, MyGov logs, Tyler Technologies logs, audit records, export records, workflow records, and related communications.
7. Communications, search results, attachments, documents, links, native files, or metadata involving regulatory agencies, including OSHA, DSHS, TCEQ, DPS, the State Fire Marshal's Office, TDI, the Office of the Attorney General, the Titus County District Attorney, and any other state or federal agency relating to Walmart Store #131, Kyle Moring, MPPD, MPFD, inspections, complaints, police/fire responses, OpenGov/financial transparency, MyGov, Tyler Technologies, Schneider/PC23P0040, utility/customer data, payment records, or related matters.
8. City Attorney / DTRG correspondence and related records, including communications involving Davidson, Troilo, Ream & Garza, P.C.; Austin Beck; Laura Ream; any `@dtrglaw.com` account; any current or former City Attorney; any transition in City Attorney representation; City Attorney search, review, withholding, ruling, privilege, or production decisions; and any representation that a ruling request would be submitted.
9. Chief Buhman temporary-custodian records, including texts, call logs, voicemail logs, screenshots, native exports, carrier/account records, phone-history records, message threads, contact records, phone metadata, and any City communications about how such records were requested, retrieved, searched, summarized, redacted, withheld, or produced.
10. John Ankrum temporary-custodian and cell-phone call-log records, including screenshots, phone-history records, carrier/account records, call-detail records, bills, usage records, voicemail logs, text messages, message exports, contact records, internal City communications, and any records reflecting what was searched, requested, obtained, withheld, determined not to exist, or determined to be outside City possession, custody, or control.
11. City-managed phone records, including PBX logs, VoIP records, CDR logs, trunk logs, administrative-portal exports, billing call-detail records, telecom-provider records, line-assignment records, extension/user/queue/ring-group/auto-attendant records, call-routing tables, phone lists, phone bills, vendor records, source-system exports, and related metadata.
12. Microsoft 365 / Purview / eDiscovery / Content Search / audit-search records, including search queries, KeyQL/KQL strings, search dates, custodians, mailboxes, repositories, hit counts, export settings, export formats, PST/MSG/EML/native export records, search-result manifests, review sets, audit-log exports, user activity logs, access logs, download logs, link-creation logs, link-removal logs, permission changes, and records reflecting who searched, exported, reviewed, modified, disabled, removed, recalled, replaced, or reissued any production.
13. SharePoint, OneDrive, Microsoft Teams, Exchange Online, shared mailboxes, archived mailboxes, recoverable items, deleted items, litigation-hold locations, Microsoft 365 Groups, document libraries, production folders, public-information folders, shared links, link permissions, guest access, download activity, removal/access-disablement events, replacement-production activity, and records showing that a production link was removed, disabled, expired, changed, recalled, replaced, or made inaccessible.
14. The regulatory-agency correspondence production, including the May 21, 2026 production, the query or queries used, any overbroad or nonresponsive material, any missing outgoing agency correspondence, the `video.msg` item, TCEQ-related correspondence, the `Undeliverable MPPD case report 25-15902.msg` item, any attached MPPD report packet, and any production-control, access, removal, recall, audit, redaction, confidentiality-review, or replacement-production records.
15. OpenGov / financial-transparency records, including records concerning SSN-format values, no-records certifications, City Manager acknowledgments, financial transparency data, portal records, audit logs, export records, hidden/linked files, metadata, deleted or removed files, payment records, and any records relating to sexual-assault forensic medical examination payment records, patient/victim-identifying information, SANE-related records, or medical/patient confidentiality concerns.

16. MyGov records, including any permitting, planning, code-enforcement, inspection, complaint, work-order, plan-review, license, certificate, violation, citation, workflow, task, routing, user-assignment, property, parcel, address, attachment, communication, note, audit-log, export, report, configuration, payment, fee, receipt, or metadata records relating to Walmart Store #131, Kyle Moring, Development Services, Code Enforcement, Building Inspections, Fire Marshal activities, MPFD inspections, food-safety or fire-safety inspections, regulatory correspondence, or the City's handling of public-information requests.
17. Tyler Technologies platform records, including any Tyler Incode, Tyler Munis, Tyler Enterprise ERP, Tyler EnerGov, Tyler Enterprise Permitting & Licensing, Tyler Municipal Justice, Tyler Odyssey, Tyler Enterprise Justice, Tyler Brazos, Tyler Records, Tyler Public Safety, Tyler CAD/RMS, Tyler payments, Tyler utility-billing, Tyler financial, Tyler court, Tyler document-management, Tyler permitting, Tyler code-enforcement, Tyler inspection, Tyler workflow, Tyler audit-log, Tyler user-access, Tyler export, Tyler report, Tyler configuration, Tyler attachment, Tyler notification, or Tyler integration records used by or for the City, whether hosted by Tyler Technologies, locally maintained, cloud-hosted, vendor-administered, or integrated with another City platform.
18. Schneider / PC23P0040 records, including utility-customer records, service-address records, meter records, meter readings, transmitter records, work-order records, contractor-payment records, ACH/wire/routing/payment-access records, OpenGov records, MyGov records, Tyler Technologies records, OneDrive/SharePoint production records, file links, spreadsheets, payment applications, and records reflecting release, removal, access disablement, recall, replacement, or audit-log activity.
19. Fire-safety, building-plan, utility-line, safe-location, fire-alarm, fire-sprinkler, water/sewer/gas, security, and Walmart Store #131 plan records, including prior productions, later withholding rationales, OAG ruling materials, production history, redaction review, MyGov plan-review records, Tyler plan-review records, HSCloud/Inspection Manager records, and any records concerning whether such materials had already been produced.
20. All TPIA requests, follow-up emails, cost estimates, invoices, receipts, bonds, payment records, cost worksheets, time estimates, clarification correspondence, rolling-production notices, closure notices, no-records notices, ruling requests, ruling drafts, public copies of briefs, OAG complaint materials, DA complaint materials, internal routing emails, MyGov records, Tyler Technologies records, OpenGov records, Microsoft 365 records, and internal/external communications concerning the handling of any request submitted by me from June 1, 2025 forward.
21. Any City communications concerning request strategy, search strategy, narrowing, delay, closure, cost, bond, redaction, withholding, privilege, production format, native format, screenshots, print-to-PDF, scanned records, CD-only production, SharePoint production, OneDrive production, email production, metadata, source records, temporary custodians, vendor-held records, MyGov searches, Tyler Technologies searches, OpenGov searches, Microsoft 365 searches, or whether to respond to me.
22. Any communications or records concerning this preservation notice, prior preservation notices, legal holds, records retention, destruction, deletion, purging, overwriting, backup rotation, mailbox holds, phone-record retention, audit-log retention, MyGov retention, Tyler Technologies retention, OpenGov retention, HSCloud/Inspection Manager retention, or the preservation, loss, alteration, disablement, removal, replacement, recall, or destruction of any record described in this notice.

IV. Systems, platforms, and media to preserve

Please preserve records in all forms and locations, including but not limited to:

Email systems, Exchange Online, Outlook, shared mailboxes, archived mailboxes, deleted items, recoverable items, PST/OST files, MSG/EML files, internet headers, message IDs, attachments, embedded files, cloud links, forwarding records, rules, labels, retention tags, and mailbox audit logs.

Microsoft Teams, chats, channel messages, meeting chats, meeting recordings, transcripts, attachments, files, call records, reactions, edits, deletions, and audit logs.

OneDrive, SharePoint, Microsoft 365 Groups, document libraries, production folders, link-sharing records, guest-access records, link-removal records, permission records, version histories, recycle bins, preservation hold libraries, audit logs, download logs, and access logs.

Microsoft Purview, eDiscovery, Content Search, audit-search records, review sets, search exports, export manifests, search criteria, query language, custodians, repositories, hit counts, date ranges, and export formats.

City network drives, shared drives, local drives, laptops, desktops, mobile devices, tablets, removable media, CDs, DVDs, thumb drives, cloud-storage accounts, backup archives, and disaster-recovery locations.

City-issued phones, personal phones used for City business, call-history databases, SMS/iMessage, MMS, WhatsApp, Signal, Teams, voicemail, voicemail transcripts, phone bills, carrier portals, device backups, contact lists, vCards, screenshots, native exports, and related metadata.

PBX, VoIP, telecom-provider, call-detail, trunk-log, billing, administrative-portal, line-assignment, queue, group-number, auto-attendant, extension, call-routing, phone-list, and phone-system configuration records.

MPPD RMS, CAD, MDT, dispatch, radio, 911, BWC, MVR, evidence, incident-report, case-report, report-log, audit-trail, report-history, evidence-management, and related law-enforcement systems.

MPFD, Fire Marshal, Development Services, Code Enforcement, Building Inspections, permit, inspection, complaint, plan-review, fire-report, inspection-routing, and code-enforcement systems.

HSCloud / HealthSpace / Inspection Manager or successor inspection systems, including inspection records, food-safety records, complaint records, assignments, reports, signatures, email-signature/transmittal records, photos, attachments, audit logs, export logs, workflow records, system notes, user-access logs, configuration records, and metadata.

MyGov, including permitting, planning, code enforcement, inspection, complaint, work order, plan review, property, parcel, address, workflow, task,

attachment, note, report, communication, notification, audit, export, payment, fee, receipt, user-access, configuration, and metadata records.

Tyler Technologies platforms, including Tyler Incode, Munis, Enterprise ERP, EnerGov, Enterprise Permitting & Licensing, Municipal Justice, Odyssey, Enterprise Justice, Brazos, Records, Public Safety, CAD/RMS, utility-billing, finance, court, payments, document-management, permitting, inspection, code-enforcement, workflow, report, export, audit-log, configuration, user-access, attachment, notification, and integration records, to the extent any such Tyler platform is used, administered, hosted, maintained, or accessed by or for the City.

OpenGov, finance, payment, invoice, receipt, cost-estimate, bond, utility, customer, meter, work-order, Schneider/PC23P0040, and financial-transparency systems.

Vendor, contractor, and outside-counsel systems used for City business, including Bryan IT systems, telecom-provider systems, Microsoft tenant/admin systems, OpenGov systems, MyGov systems, Tyler Technologies systems, HSCloud/Inspection Manager systems, Schneider-related production systems, and current or former City Attorney / outside-counsel systems.

Paper files, notebooks, handwritten notes, routing sheets, printed emails, calendars, meeting notes, agendas, sign-in sheets, inspection worksheets, physical binders, CDs, file folders, and any other physical record repositories.

V. Preservation actions requested

Please immediately take the following preservation steps:

1. Issue or update a written litigation hold covering the subject matter, custodians, systems, vendors, platforms, and media identified above.
2. Suspend any auto-deletion, auto-purge, retention expiration, backup rotation, mailbox cleanup, phone-log purge, audit-log purge, Teams retention deletion, voicemail deletion, CDR deletion, SharePoint/OneDrive link expiration, MyGov deletion, Tyler Technologies deletion, OpenGov deletion, HSCloud/Inspection Manager purge, or other process that could delete, overwrite, alter, disable, or make inaccessible any covered record.
3. Notify all covered custodians, including current and former officials, employees, temporary custodians, vendors, IT personnel, MyGov administrators, Tyler Technologies administrators, OpenGov administrators, HSCloud/Inspection Manager administrators, telecom vendors, Microsoft 365 administrators, and outside counsel, that they must preserve covered records and may not delete, modify, rename, move, overwrite, redact, convert, reprocess, compress, recall, disable, replace, purge, or alter them except through a documented preservation protocol.
4. Direct temporary custodians to preserve public information in its original form and, where appropriate, forward or transfer public information to City custody without deleting the original source record or metadata.
5. Preserve native files and metadata, including original file names, paths, folder structures, timestamps, sender/recipient fields, message IDs, internet headers, attachment relationships, version histories, access logs, download logs, edit logs, audit logs, EXIF data, hashes, source-system identifiers, database IDs, record IDs, object IDs, transaction IDs, export manifests, and system-generated metadata.
6. Preserve deleted, removed, disabled, recalled, or inaccessible records and the logs showing those events, including SharePoint/OneDrive recycle-bin records, preservation hold library contents, recoverable mailbox items, audit-log entries, MyGov deleted/archived records, Tyler Technologies deleted/archived records, OpenGov deleted/archived records, HSCloud/Inspection Manager deleted/archived records, access-disabled files, replaced productions, removed links, expired links, and any explanation or internal communication concerning those actions.
7. Preserve all records showing the search methodology used for any TPIA request, including who conducted the search, what systems were searched, what custodians were selected, what date ranges were used, what search terms or KQL/KeyQL queries were run, what MyGov or Tyler Technologies search/filter/export parameters were used, what hit counts resulted, what export format was selected, what files or rows were reviewed, what was redacted or withheld, and what was produced.
8. Preserve any records concerning production-format decisions, including decisions to use screenshots, hand-typed summaries, print-to-PDF files, scanned records, CD-only delivery, SharePoint/OneDrive links, email attachments, native exports, PST/MSG/EML files, spreadsheets, CSV files, database exports, MyGov exports, Tyler Technologies exports, OpenGov exports, or vendor-generated reports.
9. Preserve all communications concerning whether responsive records exist, whether records are within City possession/custody/control, whether records are held by a vendor or temporary custodian, whether the City has access to records, whether an Attorney General ruling should be requested, whether records are privileged or excepted, and whether any request should be closed.
10. Preserve all records concerning any prior or future failure to locate, produce, restore, access, explain, or account for records described above.

VI. Privilege and confidentiality

This notice does not request production of privileged, confidential, law-enforcement-sensitive, juvenile, medical, patient, victim, financial-account, utility-customer, vendor-confidential, security-sensitive, or other protected information through this email.

The City should preserve all such records in their original form, even if the City contends they are privileged, confidential, excepted from disclosure, or otherwise protected from public release.

If the City believes any covered record is privileged, confidential, excepted, or protected, the City should preserve the record, preserve all metadata and audit logs, and preserve the basis for the claimed privilege, confidentiality, exception, prior determination, ruling request, or withholding position.

VII. Vendor and platform preservation

Please ensure that any relevant City vendor or platform administrator receives sufficient preservation instructions to prevent loss of covered records, metadata, export logs, audit logs, configuration records, access logs, and deleted/archived records.

This specifically includes, where applicable, Microsoft 365/Purview, Bryan IT or other IT providers, telecom/PBX/VoIP providers, OpenGov, MyGov, Tyler Technologies, HSCloud/Inspection Manager, Schneider-related systems, utility/meter systems, payment systems, permitting/inspection/code-enforcement systems, municipal-court systems, law-enforcement RMS/CAD systems, and any other platform used to create, maintain, search, export, review, produce, or withhold records described in this notice.

Please preserve vendor communications, support tickets, administrator requests, export requests, audit-log requests, deletion/restoration requests, access changes, link changes, permission changes, billing/account records, configuration records, retention settings, and vendor responses relating to any covered system or record.

VIII. Confirmation requested

Please confirm, if possible, that the City has implemented or updated an appropriate preservation hold covering the records, custodians, systems, vendors, platforms, and subject matters identified in this notice.

To avoid ambiguity, please identify:

1. The date the hold was issued or updated.
2. The City official, attorney, records officer, IT custodian, or other person responsible for administering the hold.
3. The departments or functional areas notified.
4. Whether temporary custodians have been instructed to preserve covered records.
5. Whether City IT, Microsoft 365 administrators, Bryan IT or other IT providers, telecom/PBX vendors, OpenGov, MyGov, Tyler Technologies, HSCloud/Inspection Manager, Schneider-related vendors, and other relevant vendors or platform administrators have been instructed to preserve covered records, metadata, and audit logs.
6. Whether auto-deletion, retention expiration, audit-log purge, phone-log purge, SharePoint/OneDrive link expiration, mailbox cleanup, Teams deletion, MyGov purge/deletion, Tyler Technologies purge/deletion, OpenGov purge/deletion, HSCloud/Inspection Manager purge/deletion, or similar processes have been suspended for covered materials.
7. Whether any covered records have already been deleted, purged, removed, disabled, recalled, replaced, overwritten, archived, exported without metadata, or made inaccessible, and if so, what preservation or recovery steps have been taken.

Again, this notice is not a new TPIA request and does not seek production of records by this email. It is intended solely to ensure preservation of records, ESI, metadata, audit logs, source records, temporary-custodian records, vendor-held records, and related materials that may be relevant to pending administrative public-information disputes and reasonably anticipated judicial proceedings.

Please preserve this notice and all related communications as City records.

Respectfully,

Kyle Douglas Moring
[redacted]