

Destroying Documents

After the district receives knowledge of legal action against the district or its employees, no documents or electronic information pertaining to the subject of the action, maintained in any form, may be destroyed.

Retention of Electronic Records

Members of the Board of Education and employees of the District shall retain electronic documents and records in accordance with the following procedure:

The District's E-Mail system is to be used as a method of communication among students, employees, and other authorized users for business purposes. The file storage system is to be used to store currently needed and used school related files. It is not intended to be a medium in which to permanently store electronic information. Where the Information Technology Department has mailbox size, attachment restrictions, or file space restrictions in place, users are required to manage the space appropriately. Users should regularly review their messages and files and take timely action on long term retention needs. It is the User's responsibility to maintain records as required by the District's records retention policies.

To provide electronic backup for these records, the District's Information Technology Department will follow the established departmental backup procedures.

Barring any circumstance beyond their control, the Information Technology Department will provide that data available in these backups when

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requested. The Information Technology department will implement a seven day purge prevention solution to ensure e-mail and files are available for at least seven days.

If a member of the Board of Education or employee of the District knows, or has reason to know, that a lawsuit or other claim has been filed, or will be filed, against the District or any officer or employee of the District, that person shall retain all electronic documents and records that relate in any manner to, the subject-matter or individuals of the lawsuit or claim. The Board member or employee shall immediately notify the Superintendent and Director of Technology of the existence of such documents and records or notice of a lawsuit or claim and shall retain them in their original form until further notice from the Superintendent and/or Director of Technology.

Approved: March 12, 2007; July 9, 2007

* For detailed information, see Federal Rules of Civil Procedure. 34 Production of Documents, Electronically Stored Information,