

Holdings on the Destruction of Electronic and Paper Records

The Board of Directors (the "Board") complies with all state and federal regulations regarding the retention, storage and destruction of electronic information and paper records. The LEARN Executive Director or designee shall be responsible for developing and implementing administrative regulations to preserve and place a "hold" on records, including e-mails and electronically stored information, could potentially be related to any matter that is currently in litigation or may be anticipated to result in future litigation and/or that may reasonably be anticipated to be subject to discovery in the course of litigation. Such regulations shall identify those individuals responsible for identifying those matters for which records must be preserved as well as developing procedures, with the help of technical staff, for the preservation of electronically stored information.

All LEARN school officials and employees have a duty to preserve all paper records and electronic information, including records and electronic information that might otherwise be deleted or destroyed, that relate to any matter that is currently in litigation or may be anticipated to involve future litigation.

Legal References: Rules 34 and 45 of the Federal Rules of Civil Procedure

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