

#2300

**Holds on the Destruction of Electronic
Information and Paper Records**

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6 The Board of Education (the “Board”) complies with all state and federal regulations
7 regarding the retention, storage and destruction of electronic information and paper
8 records. The Superintendent or his/her designee shall be responsible for implementing
9 administrative regulations concerning the placing of a “hold” on electronic information
10 and paper records that may reasonably be anticipated to be subject to discovery in the
11 course of litigation.

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

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18 The Superintendent or his/her designee shall be responsible for developing and
19 implementing administrative regulations to preserve records, including e-mails and
20 electronically stored information, that could potentially be related to any matter that is
21 currently in litigation or may be anticipated to result in future litigation. Such regulations
22 shall identify those individuals responsible for identifying those matters for which
23 records must be preserved as well as developing procedures, with the help of technical
24 staff, for the preservation of electronically stored information.

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26 Legal References:

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28 Rules 34 and 45 of the Federal Rules of Civil Procedure
29 General Letter 2009-2 of the Public Records Administrator Record Retention
30 Schedules Towns, Municipalities and Boards of Education

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32 First Reading: March 2, 2021
33 Second Reading: March 16, 2021