



Section: C: General Administration

Title: Preservation of Documents Pending Legal Action

Number: CNA

Status: Active

Adopted: 8/2/2016

Revised: 7/16/2019; 2/4/2025

#### Maintaining Documents

After the district receives knowledge of legal action against the district or its employees, all documents or electronic information pertaining to the subject of the action must be maintained in any form and may not be destroyed as long as the legal action is pending.

\* For detailed information, see Federal Rules of Civil Procedure. 34 Production of Documents, Electronically Stored Information, and Tangible Things, or Entering onto Land, for Inspection and Other Purposes.