

## Title IX Sexual Harassment Records Checklist

*\*\*To be completed by Title IX Coordinator and kept with file for each formal complaint. Records must be maintained for seven (7) years or for time period required by District Policy, whichever is longer.\*\**

District Case No. \_\_\_\_\_

- Grievance-Process Log
- Records Checklist (*this document*)
- Documentation Concerning Supportive Measures
- Formal Complaint
- Required Written Notice to All Parties Upon Filing of Formal Complaint
- Documentation Concerning Emergency Removal or Administrative Leave (if applicable)
- Investigation file
  - Notices and other correspondence exchanged with parties
  - Copies of all evidence obtained
  - Notes or transcripts from interviews
  - Any written statements provided by parties concerning allegations or investigative report
  - Investigative report
- Documentation Concerning Informal Resolution Process (if applicable)
  - Notices and other correspondence exchanged with parties
  - Parties' written consent to participate in informal resolution process
  - Written statement from Facilitator regarding steps taken in furtherance of informal resolution, including starting and end dates for informal process
  - Final agreement signed by parties to resolve complaint

- Decision file from decision maker
  - Notices and other correspondence exchanged with parties
  - Documentation related to any evidence or witnesses presented by parties
  - Written questions submitted by parties and answers submitted by parties/witnesses
  - Any written statements by decision maker declining to submit proposed question to other party due to lack of relevance to allegations
  - Determination of Responsibility
- Appeal file (if applicable)
  - Party's Notice of Appeal
  - All other notices and other correspondence exchanged with parties
  - Written statements submitted by each party challenging or supporting Determination of Responsibility
  - Decision on Appeal
- Documentation from Title IX Coordinator concerning implementation of disciplinary sanctions and remedies set forth in Determination of Responsibility
- Dismissal documentation (if applicable)
- Title IX Summary Report of Response to Sexual Harassment (to be completed at conclusion of grievance process and used as cover letter attached to completed Grievance-Process Log)

Signature of Title IX Coordinator: \_\_\_\_\_

Date: \_\_\_\_\_