Holds on the Destruction of Electronic Information and Paper Records

The Bethany Board of Education (Board) complies with all state and federal regulations regarding the retention, storage, and destruction of electronic information and paper records.

All Bethany Public School District 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.

The Superintendent shall be responsible for developing and implementing administrative regulations to preserve records, including e-mails and electronically stored information, that could potentially be related to any matter that is currently in litigation or may be anticipated to result in future 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.

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

General Letters 96-2, 98-1. 2001-1 and 2009-2 of the Public Records Administrator Record Retention Schedules Towns, Municipalities and Boards of Education

Silvestri v. General Motors Corp., 271 F.3d 583 (Fourth Circuit 2001)

Policy adopted: April 13, 2016
Policy revised: April 7, 2021
Policy reviewed: September 11, 2024

Source: Shipman