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REVISED POLICY - VOL. 18, NO. 2

8315 - INFORMATION MANAGEMENT

The School Board recognizes its responsibility, in certain circumstances, to maintain information created, maintained or otherwise stored by the District outside the "Records Retention Schedule" in AP 8310A. In such situations, a ~~Litigation Hold~~ litigation hold procedure will be utilized to identify and preserve information relevant to a specific matter. ~~All paper documents and electronically stored information ("ESI") subject to a litigation hold shall be handled in accordance with the requirements of AP 8315. "Information" includes both paper documents and electronically stored information ("ESI").~~ When implementing the "Litigation Hold," the District will identify individuals in possession or custody of paper documents, ESI and electronic media containing ESI, and inform them of their obligation to preserve the documents and ESI outside the "Records Retention Schedule" in AP 8310A. The District will also identify third parties with custody or control over paper documents, ESI, or electronic media storing ESI, and request them to preserve that information. All information falling within a litigation hold, ~~"Litigation Hold,"~~ which is under the control of the District, must be preserved in a readily accessible form and cannot be disposed of under the ~~"Records Retention and Disposal" procedures requirements of AP 8310E.~~ Failure to comply with a ~~Litigation Hold~~ litigation hold notice () ~~may (x)~~ **shall** result in disciplinary action, up to and including possible termination.

~~Instances where the Board must maintain information outside the "Records Retention Schedule" in AP 8310A include:~~

- ~~A. when the Board has specific information and/or written notice from an individual, parent or student of an intent to file an appeal of student discipline to State court;~~
- ~~B. when the Board has specific information and/or written notice that litigation is imminent even though the litigation has not yet been filed in Federal or State court;~~
- ~~C. when the Board is served with litigation, including, but not limited to, notice of a lawsuit in Federal or State court, or notice of a student disciplinary appeal to State court;~~
- ~~D. when the Board receives specific information and/or written notification from an employee, labor union, or other person of an intent to file a claim against the Board, its members, employees or agents at an administrative agency such as the Equal Employment Opportunity Commission, Florida Employment Relations Commission, U.S. Department of Education Office for Civil Rights, State Personnel Board of Review, or a Civil Service Commission regarding a claim against the Board, its members, employees or agents;~~
- ~~E. when the Board receives specific information and/or written notification from an administrative agency such as the Equal Employment Opportunity Commission, Florida Employment Relations Commission, U.S. Department of Education Office for Civil Rights, State Personnel Board of Review, or a Civil Service Commission regarding a claim against the Board, its members, employees or agents;~~
- ~~F. when the Board receives written notification from a third party requesting that the Board maintain information that could be at issue in litigation or potential litigation against that third party;~~
- ~~G. when the Superintendent recommends the termination of an employee to the Board pursuant to a labor contract;~~
- ~~H. when the Board explores, contemplates or initiates litigation.~~

Definitions

"Documents" includes, but is not limited to, writings, drawings, graphs, charts, photographs, blueprints, sound recordings, images and other data or data compilations stored in any medium from which information can be obtained or translated if necessary.

"ESI" includes, but is not limited to, writings, drawings, graphs, charts, photographs, blueprints, sound recordings, images and other data or data compilations stored in any electronic media from which information can be obtained or translated if necessary. It includes, but is not limited to, e-mails, e-mail attachments, instant messages, word processing files, spreadsheets, pictures, application program and data files, databases, data files, metadata, system files, electronic calendar appointments, scheduling program files, TIFF files, PDF files, MPG files, JPG files, GIF files, network share files, internal websites, external websites, newsgroups, directories, security and access information, legacy data, audio recordings, voice mails, phone logs, faxes, internet histories, caches, cookies or logs of activity on computer systems that may have been used to process or store electronic data.

"Electronic media" includes, but is not limited to, hard drives (including portable hard disk drives "HDD's"), floppy drives, disaster recovery media, and storage media (including DVD's, CD's, floppy discs, Zip discs/drives, Jazz discs/drives, USB memory drives, jump disc/drives, flash discs/drives, keychain discs/drives, thumb discs/drives, smart cards, micro-film, backup tapes, cassette tapes, cartridges, etc.), accessed, used and/or stored on/in/through the

following locations: networks and servers; laptop and desktop work computers; home and personal computers; other computer systems; backup computers or servers; archives; [wireless communication device as defined in Bylaw 0100](#) ~~personal digital assistants ("PDAs" — including Palm, Blackberry, cellular phone, tablet PC, etc.);~~ pagers; firewalls; audit trails and logs, printers; copiers; scanners; digital cameras; photographic devices; and video cameras and devices. Electronic media shall also include any item containing or maintaining ESI that is obtained by the District for Board member or employee usage or that an employee uses for such purpose (even if privately owned by the Board member or employee) from the date this policy is adopted into the future.

Initiation and Removal of a "Litigation Hold"

The Board or the Superintendent may initiate a ~~"Litigation Hold"~~ [litigation hold](#) under this policy. If the Superintendent initiates a [litigation hold](#), ~~"Litigation Hold,"~~ s/he or the Board's legal counsel will notify the Board of the reason the ~~Litigation Hold~~ [litigation hold](#) was instituted and its scope. When implementing a ~~Litigation Hold~~ [litigation hold](#), the Board or Superintendent ~~(x) may () will~~ utilize an Electronically Stored Information Team ("ESI Team"). The Board's legal counsel shall be involved in implementation of the ~~"Litigation Hold Procedure"~~ [litigation hold procedure](#) outlined in AP 8315.

A ~~"Litigation Hold"~~ [litigation hold](#) shall remain in place until removed by the Board. A ~~"Litigation Hold"~~ [litigation hold](#) may be removed when the litigation or administrative agency matter has been resolved or can no longer be initiated. Any information maintained under this policy shall fall back under the ~~"Records Retention Schedule"~~ in AP 8310A once the ~~"Litigation Hold"~~ [litigation hold](#) is removed.

The Superintendent shall develop administrative procedures outlining the procedures to be followed by Board members and employees when initiating and implementing a [litigation hold](#). ~~"Litigation Hold."~~ This policy and its related administrative procedures shall be posted and distributed in the manner described in AP 8315.

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Legal	Federal Rules of Civil Procedures 34 Federal Rules of Civil Procedures 37f
Cross References	ap8310A - PUBLIC RECORDS

Last Modified by Sam Stalnaker on November 5, 2018