

CNA Document Production, Including Electronic Information CNA
(See BCBK, BE, CN, ECA, IDAE, II, JGGA, JR et seq. and KBA)

Statutory Requirements

The following records shall be maintained for the periods specified, and may thereafter be destroyed:

- A. Bookkeeping and accounting records which are original books of entry, claims, vouchers and purchase orders: Five years.
- B. Formal audit reports: Five years.
- C. Financial papers of any kind relating to programs supported by federal funds: Three years, or such longer time as may be required by applicable federal law.
- D. Warrants, warrant checks, receipts, cancelled checks, and requisitions: Six months after formal audit reports have been completed and filed which pertain to such records.
- E. Official bonds of surety or indemnity: Five years after the termination of employment, or after the termination, expiration or completion of the contract to which they pertain.
- F. Insurance policies: Five years after their expiration.
- G. Bonds and interest coupons stamped paid or canceled and returned by the state fiscal agent: Six months following the next following annual formal audit of the district.

Electronic Mail Messages

Electronic mail messages shall be retained on the district's archive system for three years after being archived. Emails subject to litigation will also be archived for three years or until the litigation hold is lifted, whichever

is longer. The district shall not be deemed to control electronic mail messages that an individual employee has stored outside of the district's system; such messages are solely under the control of the employee who has stored them in that fashion.

Other Records Retention Schedules

The superintendent or designee shall develop records retention guidelines for other documents and records not specified in this policy, and shall ensure that they are disseminated to or otherwise available to all district personnel.

Litigation Holds

Notwithstanding any other provision of this policy, any employee who receives a threat of litigation against the district, learns that litigation has been instituted against the district, or believes that the district should consider the initiation of litigation, shall notify the superintendent, who shall in turn notify the district's legal counsel.

The district's attorney shall then promptly issue a litigation hold directive to the superintendent or other district administrator primarily responsible for coordinating the district's involvement in that potential or pending litigation. The litigation hold shall specify the e-mail or documents subject to the hold in reasonable detail, and shall override any retention periods otherwise specified by this policy. E-mail or other documents (including their metadata, if available) that have been placed on a litigation hold shall be maintained intact by the District's Technology Services department until the hold is released, provided that all such e-mail and

documents may be transferred to their own storage media so that a litigation hold does not prevent the district from otherwise implementing its routine for backing up, archiving and overwriting data. No employee who has been notified of a litigation hold may alter or delete any e-mail or document that falls within the scope of the hold. Violation of the hold may subject the employee to disciplinary action, up to and including termination of employment, as well as personal liability for civil and/or criminal sanctions by the courts or law enforcement agencies.

For purposes of this policy, “litigation” shall mean any dispute in which the rights of the district in relation to another person or entity might be adjudicated by a third party, including but not limited to a court, administrative agency, or arbitration panel.

Approve: 7/24/17

KASB Recommendation – 2/07; 4/07; 6/07; 4/16; 4/17