

Policy Number: M-17

- D. Litigation Hold Officer: the individual appointed to serve as the official institutional representative with the authority and responsibility to oversee litigation hold procedures, coordinate with the System office and determine appropriate actions relative to the disposal of documents.
- E. Litigation Hold Procedures: suspension of normal operation of document destruction policies for particular records that are relevant to pending litigation.
- F. Records: all documents, papers, letters, books, drawings, maps, plats, photographs, magnetic or optical media, microfilm, microphotograph, motion picture film, or other document or any other material, regardless of physical form or characteristic, generated or received under law or in connection with the transaction of official business, or preserved by an agency or political subdivision because of other informational or legal value. This term shall not be construed to include library and museum material developed or acquired and preserved solely for reference or exhibition purposes, extra copies maintained for convenience in reference or stocks of standard publications, or processed documents.
- G. Records Management: the systematic application of management techniques to the creation, utilization, maintenance, retention, preservation, and disposal of records for the purpose of reducing costs and improving efficiency of records keeping. Includes management of filing and microfilming equipment and supplies; filing and information retrieval systems; files, correspondence, reports, and forms management; historical documentation; micrographics; retention programming; and vital records protection.
- H. Records Retention Officer institution.

designated individual/office within two (2) business days of receipt of such notice.

3.

8. Such retention efforts could actually predate any official notification. Records relating to any complaints, grievances or controversies which could potentially rise to the level of a lawsuit shall be retained.

Policy References:

Louisiana Revised Statute 44:401 et seq.
Louisiana Administrative Code 4: XVII. Chapters 1-15
Federal Rules of Civil Procedure

Review Process:

System Office Staff
Vice Presidents for Academic Affairs
Legal Counsel

Distribution:

University Presidents
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Vice Presidents for Business and Finance

