

Office/Contact: Office of General

University will implement a Legal Hold notice that requires the retention of certain Evidence for an indefinite period of time due to the action.

- b. Each employee of the University is responsible for acting in compliance with the Legal Hold notice regarding the preservation and maintenance of Evidence related to the action until the Legal Hold notice requirements have been removed by the University Office of General Counsel or SDBOR General Counsel.
- c. The University Office of General Counsel, or the SDBOR General Counsel, is responsible for implementing the Legal Hold procedures upon notice of the need for a Legal Hold to preserve relevant .7 (t)-4 Ti-1.6(e)10.8(c)-1.6(e). Idenoti oft T4.6e)2 4.6.9h.9)10a2 (m)-4.6e

drives, memory sticks, or mobile device. Electronic records must be preserved so that it can be retrieved at a later time, and the information must be preserved in its original electronic form. It is not sufficient to make a hard copy. Affected University Personnel must work with the Vice President for Technology and Security, successor, or designee, for proper preservation of electronic records.

2. Preserve any new electronic records that are generated after receipt of the Legal Hold notice that is relevant to the subject of the notice. This should be done by creating separate mailboxes and files and segregating all future electronically stored information in these separate mailboxes and files.
 3. Preserve paper records under their control. Steps should be taken to identify all relevant paper records and to ensure the retention of such records. Affected University Personnel may make hard copies of electronically stored information; however, as stated above, the information must be preserved in its original electronic form.
 4. Preserve any other physical evidence under their control.
- e. University personnel subject to a Legal Hold must acknowledge receipt, understanding, and compliance with a Legal Hold without undue delay in the format designated by the University Office of General Counsel. Any Affected University Personnel subject to a Legal Hold should consult the Vice President for Technology and Security, successor, or designee, for assistance in securing and preserving their records.
 - f. The University Office of General Counsel will notify the Vice President for Technology and Security, or designee, of a Legal Hold and provide the Legal Hold notice and its scope; the Affected University Personnel whose electronic accounts must be preserved; the individual's status as faculty, staff, student, or retired, if known; and the Department

5. Responsible Administrator

The University Office of General Counsel, or designee, is responsible for the bi-annual and ad hoc review of this policy and its procedures. The University President is responsible for approval