

# Haverford

## LITIGATION HOLD PROCEDURES

When litigation involving the College, or its employees is filed or threatened, the law imposes a duty upon the College to preserve all records that pertain to the issues involved. Once aware that litigation exists or is likely to be commenced, the College's attorneys or the Vice President for Finance and Administration will issue a litigation hold directive to appropriate personnel. The litigation hold directive overrides the records retention schedule to the extent it may have otherwise called for the destruction of records covered by the hold directive until the hold has been lifted by the College's attorneys or the Vice President for Finance and Administration. The suspension applies equally to paper and electronic records, including duplicate records. No college employee who has been notified of a litigation hold may alter or destroy a record that falls within the scope of that directive.

Any college employee who becomes aware of litigation or threatened litigation prior to receiving a litigation hold directive shall inform the Vice President for Finance and Administration and the Provost immediately and shall suspend the records retention schedule, especially archiving or destruction until either (a) a litigation hold directive, defining the scope of the suspension, is issued by the College's attorneys, or (b) the employee receives confirmation from the Vice President for Finance and Administration that no litigation hold directive will be issued.