

**EASTERN
WESTMORELAND
CAREER &
TECHNOLOGY CENTER**

SECTION: OPERATIONS
TITLE: RECORDS DESTRUCTION
ADOPTED: AUGUST 19, 2015
REVISED:

<p>Delegation of Responsibility</p> <p>Guidelines</p>	<p style="text-align: center;">800.1. RECORDS DESTRUCTION</p> <p>The Administrative Director is responsible for conducting this policy. Delegation of responsibilities may be made by the Administrative Director.</p> <p><u>Destruction</u></p> <p>When it is appropriate, destruction of records must be by shredding, erasing, or otherwise modifying the information of the record to make it unreadable, and nonreconstructable.</p> <p>Records must be destroyed in accordance with the centers retention schedule, unless an exception is granted by the Administrative Director or a litigation hold is relevant.</p> <p>Destruction of the records, original and copies, may not occur without the approval of the Administrative Director.</p> <p><u>Litigation Hold</u></p> <p>When the center has been given notice that a legal action is either pending or imminent or a government investigation will occur, destruction of records (documents) must be suspended immediately.</p> <p>Groups or classes of records must be destroyed in the ordinary course of business under the approved center’s Records Retention Policy and Schedule, which is designed to meet the legitimate needs of the center. Selective destruction of records (documents) in anticipation of litigation is forbidden.</p> <p><u>Violation of Policy</u></p> <p>Violations of this policy may be reported to appropriate legal authorities, whether local, state, or federal law enforcement. The center will cooperate to the extent legally required with authorities in such investigations.</p>
---	---