

**NEW POLICY – VOL. 10, NO. 1**

**INFORMATION MANAGEMENT**

**The Board recognizes that under the circumstance of threatened, impending, or pending litigation, certain District records may be subject to retention requirements that are outside of the Records Retention Schedule specified in AP 8310. Under such circumstances, the applicable District records shall be retained for the longer of the following periods: 1) until the date specified in the Record Retention Schedule dated specified in AP 8310; 2) until one year after a final disposition of the litigation; or 3) for threatened or impending litigation, until one year after the passage of the applicable statute of limitation.**