
 <p>ARCHDIOCESE OF SAINT PAUL & MINNEAPOLIS</p>	Issued Date: 10/10/2018	Number: 210
	Subject: Litigation Hold Policy For Archdiocese	
	Scope: <input checked="" type="checkbox"/> Archdiocese <input type="checkbox"/> Parishes <input type="checkbox"/> Schools	
	Reference:	
Archbishop Signature: 		

Purpose

To ensure that relevant [Records](#) are preserved and that key [Employees](#) are notified of record preservation requirements in the event of current or anticipated litigation relating to the Archdiocesan Corporation.

Policy

An [Employee](#) of the [Archdiocese](#) who receives actual notice that certain [Records](#) may be relevant to a legal issue or proceeding shall promptly notify their supervisor, who shall, in turn, promptly notify the Chief Operating Officer. The Chief Operating Officer shall promptly notify the Chancellor for Civil Affairs.

The Chancellor for Civil Affairs shall take necessary steps to preserve relevant [Records](#), regardless of the Records Retention Schedule, until further notice. To accomplish this, the Chancellor for Civil Affairs shall, in consultation with the Archdiocesan Office of Archives and Records Management, determine the scope, location of the relevant [Records](#), and the custodians thereof.

The Chancellor for Civil Affairs shall send a [Litigation Hold](#) memorandum to the custodians of the relevant [Records](#). The memorandum shall:

- 1) Identify the reason for the hold;
- 2) Describe what [Records](#) are relevant;
- 3) Identify preferred methods for preservation;
- 4) Prohibit destruction or alteration of relevant [Records](#); and
- 5) Articulate that the preservation obligation is ongoing until further written notice.

Written permission of the [Archbishop](#) or his designee is required to lift a [Litigation Hold](#).