

 <p>ARCHDIOCESE OF SAINT PAUL & MINNEAPOLIS</p> <p><i>United in Faith, Hope and Love</i></p>	Issued Date: 10/18/18	Last Reviewed Date: 10/10/18	Number: 210
	Subject: Litigation Hold Policy For Archdiocese		
	Scope: This policy does not apply to Parishes		
	Reference: None	Distribution: Website	
Archbishop Signature: 			

I. 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.

II. Definitions

“Archdiocese” means that certain corporate entity formed, maintained and existing under Minnesota Statute Section 315.16 with the Minnesota Business Name: “The Archdiocese of St. Paul and Minneapolis”.

“Litigation Hold” means a suspension of the destruction of records relevant to a current or reasonably anticipated legal issue or proceeding.

“Vicar General/Moderator of the Curia” is the priest appointed by the Archbishop to fulfill that office for the Archdiocese.

III. 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 Vicar General/Moderator of the Curia. The Vicar General/Moderator of the Curia 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:

- Identify the reason for the hold;
- Describe what records are relevant;
- Identify preferred methods for preservation;
- Prohibit destruction or alteration of relevant records; and
- 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.