

**CNA Document Production, Including Electronic Information \* CNA**  
**(See BCBK, BE, CN, ECA, IDAE, II, JGGA, JR et seq. and KBA)**

Destroying Documents

After the district receives knowledge of legal action against the district or its employees, no documents or electronic information pertaining to the subject of the action, maintained in any form, may be destroyed.

**Approved: 7-9-07**