

STATE BOARD FOR COMMUNITY COLLEGES AND OCCUPATIONAL EDUCATION

Evidence Preservation

BP 3-100

EFFECTIVE: September 10, 2014

APPROVED: September 10, 2014

REVISED: September 13, 2023

REFERENCE(S): Federal Rules of Civil Procedure (FRCP) 37e; Code of Federal Regulations 29 CFR Part 1602; Code of Colorado Regulations 3 CCR 708-1 Rule 20.5

APPROVED:

Landon Mascareñaz, Chair

Policy Statement

It is the policy of the State Board for Community Colleges and Occupational Education (SBCCOE or Board) that all employees who are notified of pending, reasonably anticipated, or current litigation shall preserve evidence that might be relevant to the claim. Evidence includes, but is not limited to, hard copy as well as electronically stored information (ESI): documents, e-mails, reports, photographs, videos, films, drawings, recordings, voice mail messages, text messages, social media posts, and cloud-based material.

Scope

This policy applies to all employees within the Colorado Community College System, including its Colleges (CCCS or System).

Procedures

The Chancellor shall promulgate such procedures as may be needed to implement this policy.