

# 1020 Litigation Files

*Description:* Records associated with litigation in which Suffolk University is a party.

*Examples:* Records may include pleadings, statements of position, investigatory papers and reports, legal memoranda and briefs, depositions and court documents, settlements, agreements, court orders, and related correspondence.

*Retention Period:* **Retain for 6 years after final settlement, and then destroy. If a legal hold has been issued, records must be preserved until notification of hold release.**

*Authority:* 17 USC § 507; 35 USC § 286