

1020 Litigation Case 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.

Official Record Holder/Retention Period:: Office of the General Counsel

1020.a: *Complaint, Answer, Dispositive Order(s) including through any appeal, Settlement Agreement (if any):* **Retain permanently in the Office of the General Counsel.**

1020.b: *Historically Significant Policy Setting or Newsworthy Cases:* **The General Counsel in consultation with the University Archives will review records in addition to 1020.a and determine which records will be retained permanently.**

1020.c: *Litigation Log/ Summary Case Lists:* **Retain permanently in the Office of the General Counsel.**

1020.d: *All Other Records not otherwise specified:* **Retain for 6 years after final case closure (including payment collection) unless a longer period is required by agency legal counsel/University Legal Counsel, then securely destroy.**

Unofficial Record Holder/Retention Period: Individual Departments/**Retain until administrative use ceases, then securely destroy. If a legal hold has been issued, records must be preserved until notification of hold release.**

Authority: 17 USC § 507; 35 USC § 28