




# National University of Health Sciences General Policies

Title: <b>Protection of Records Involving Legal Action</b>	Page	1	of	2
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 President		2-11-09		
	Date			

## POLICY STATEMENT

It shall be the policy of National University of Health Sciences (NUHS) to protect all records concerning or involved with legal action taken by the entity or any individual(s) against the University. This policy pertains to records involved with, pertaining to, or generated as a result of legal actions taken against the University by an individual(s) or another entity.

### Procedures

This procedure is related to the policy on Protection of Records Involving Legal Action and concerns the protection of records which is described in the policy as involving action taken by any entity or any individual(s) against the University.

1. Any staff or faculty member that becomes aware of any legal action taken against the University or suspects that legal action might take place against the University shall immediately notify one of the following individuals: Vice President for Academic Services, Vice President for Administrative Services or the Vice President for Business Services.
2. The individual being notified should gather as much information about the legal matter as possible to aid in the decision-making process.
3. The President should be notified and briefed about the legal matter by the relevant Vice President.
4. If faculty is/are involved, the Vice President for Academic Services will become the lead individual responsible for tracking the matter and notifying legal counsel.

5. The Human Resources representative will be notified by the lead individual so that the appropriate insurance carriers can be contacted to ensure coverage is not lost.
6. A memorandum shall be issued by the President or his/her designee notifying the appropriate administrative staff of the University that a legal action is in process. The notification letter will state who the lead person is in this matter, that staff are to forward all queries about this matter or information received or generated pertaining to the matter to the lead individual, that the administrative staff is to direct any individual seeking information to the lead person, and that staff is to gather all records from their files or files of individuals they are responsible for and forward them to the Office of the President. The gathering and forwarding of the files should be completed within three working days of the date of the letter of notification. The administrative staff should not make any copies of the file or remove materials that are in the files. This prohibition on copying and keeping of copies is required so that there will be no files in existence in the University other than those in the Office of the President.
7. Once in the President's keeping, all files and materials on the legal matter will be sequestered in a location designated by the President and will only be accessible by the President or Vice Presidents or appropriate designees.
8. The information will be retained in this manner until released by the President.
9. The lead individual shall require that any requests for information on the legal matter be made in writing and all responses be documented in writing and included in the files of the Office of the President.