

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

**CNA**

Destroying Documents

After the service center receives knowledge of legal action against the service center or its employees, no documents or electronic information pertaining to the subject of the action, maintained in any form, may be destroyed as long as the legal action is pending.

Approved: SCKESC Board of Directors 10/01/2008, 8/2020

\* For detailed information, see Federal Rules of Civil Procedure. 34 Production of Documents, Electronically Stored Information.

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