

Records Hold Policy

When litigation, audit or an ethics violation against the Zoological Registrars Association (ZRA), its Board of Directors, or members is filed or threatened, the law and/or a ZRA-specific requirement imposes an obligation to preserve all documents and records that pertain to the issue. As soon as the ZRA Board of Directors and subsequently, the ZRA Secretary as the role assigned with oversight for the Association's Records and Information Management (RIM) Program, is made aware of pending or threatened litigation, audit or an ethics violation, a Records Hold directive will be issued to current ZRA Board and Committee leadership. The Records Hold directive overrides any records retention schedule that may have otherwise called for the transfer, disposal, or destruction of the relevant documents, until the hold has been lifted by the ZRA Board of Directors.

ZRA leaders in elected or appointed positions who have been notified in writing by the ZRA Secretary that a Records Hold directive is in effect, may not alter or delete a record that falls within the scope of the Records Hold directive.

Note: Electronic messages and their attachments are subject to discovery during litigation, governmental investigations, and audits. During litigation, electronic messages and their attachments are subject to discovery in the same way that paper, film, and other information is subject to discovery or access.