



# CENTRAL COLUMBIA

4777 OLD BERWICK ROAD  
BLOOMSBURG, PENNSYLVANIA 17815-3515

**District Administration Office**  
570-784-2850 Ext. 4000  
Fax 570-387-0192

**High School & Athletic Office**  
570-784-2850 Ext. 3000  
HS Fax 570-784-3570

**Middle School Office**  
570-784-2850 Ext. 2000  
Fax 570-784-4935

**Elementary School Office**  
570-784-2850 Ext. 1000  
Fax 570-784-2582

[DATE]

[NAME]

**In Re: Title IX Investigation, Complaint No. \_\_\_\_\_**  
**Inspection and Review of Evidence**

Dear \_\_\_\_\_:

Pursuant to Central School District Policy [103 or other Title IX Policy No.] and applicable Title IX regulations, both the Complainant and the Respondent are to be afforded an equal opportunity to inspect and review any evidence which has been obtained as part of a Title IX sexual harassment investigation and which is directly related to the allegations raised within the formal Complaint, as well as an opportunity to provide a response to such evidence, prior to the completion of the Investigative Report. Enclosed with letter you will find an Evidence Appendix which contains all evidence obtained as part of the investigation which directly relates to the allegations of the Complaint, for your inspection and review.

In accordance with applicable Policy and Title IX regulations, you will have a period of [number] [school/calendar] days to review the attached information and submit any response which you would like the undersigned Investigator to consider prior to completing the investigative report. This Response should be submitted in writing addressed to my attention, [via email/other method] at [insert email address/other address] no later than the close of business on [date].

The information included within the attached Evidence Appendix includes all evidence, both inculpatory and exculpatory, that relates to the allegations under investigation. The provision of this information for inspection and review, at this stage of the investigation, does not necessarily mean that the evidence has been or will be deemed relevant, nor does it indicate that the evidence has been or will be relied upon for purposes of determining an outcome to the investigation. The scope of information being provided at this time may in fact be broader than that which is relied upon or otherwise determined to be relevant within the Investigative Report, and has not been screened for purposes of any relevance determination at this time. See 85 Fed. Reg. at 30,304.

Guidance from the US Department of Education included with the Title IX regulations indicates that any evidence that may relate to the allegations in a formal complaint, but which cannot be legally shared with the parties due to applicable law and/or unwaived privilege should not be obtained as part of the Investigation. See 85 Fed. Reg 30, 435. However, in instances where evidence directly relating to the allegations in a formal Complaint may partially contain information that cannot be legally shared with the parties and/or which would otherwise be barred from use due to legally-recognized and unwaived privilege, Investigators are permitted to redact such information, as well as exclude information that is not directly related to the allegations. See id; see also 30 C.F.R. Section 106.459(b)(5)(i). *[Include the following only if redactions and a privilege log have been utilized:] In this instance, redaction of certain information included within the attached evidence appendix has been deemed necessary and is further documented and explained at the end of the attached Evidence Appendix.*

*[Include the following paragraph only if a nondisclosure agreement has been utilized:]*

*As you will recall, at the outset of the investigation you executed a nondisclosure agreement (“NDA”) which prohibits you from disseminating or disclosing any of the evidence being provided for your inspection and review and/or from using such evidence for any purpose unrelated to the Title IX grievance process and investigation. You are reminded that pursuant to the NDA, you have agreed that you will not photograph or otherwise copy the evidence, including but not limited to any “sensitive” or personally identifiable material included within it. These restrictions do not restrict you from discussing the investigation or information obtained within it for purposes of gathering information and/or responding; rather it restricts you from doing so for any purpose that is not related to the current Investigation.*

If you have any questions or believe you may require accommodations to assist with accessing the attached information, please contact me at your earliest convenience via the contact information provided above.

Sincerely,

*[Name, Title]*

*[Designated Investigator]*

Enclosure: Evidence Appendix