**Section 201.280 Document Retention**

a) At the conclusion of the mediation, if a settlement agreement of any or all of the issues mediated is agreed to by the mediation participants, the mediator shall submit to the Chief Clerk's Office a Memorandum of Agreement.

b) The Memorandum of Agreement, at a minimum, shall list:

1) The issues resolved in the mediation;

2) The mediation participants; and

3) The mediation participants that signed the confidential written settlement agreement.

c) The Memorandum of Agreement shall refer, by name and date, to the separate, confidential, written settlement agreement produced in accordance with this Part.

d) The terms of the confidential written settlement agreement shall not be included in the Memorandum of Agreement.