



Board Policy
Chapter 3 – General Institution

BP 3310 RECORDS RETENTION AND DESTRUCTION

The Superintendent/President shall establish administrative regulations to assure the retention and destruction of all District records—including electronically stored information (ESI) as defined by the Federal Rules of Civil Procedure—in compliance with Title 5. Such records shall include, but not be limited to student records, employment records, and financial records.

The Board of Trustees authorizes the administrators responsible for Admissions and Records and Financial Aid to annually classify student records in order to maintain or discard them in accordance with AR 3310 Records Retention and Destruction.

References:

Education Code Section 76220;
Title 5 Sections 59020 et seq.;
Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, 45

(Replaces former BP 4131)

Adopted: May 7, 2001

Revised: June 5, 2018