

BP 3310 Records Retention and Destruction

Reference:

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

The CEO shall establish administrative procedures to assure the retention and destruction of all District records – including electronically stored information 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.

See Administrative Procedure 3310

Approved by the Board of Trustees: 4/10/19

Next Review Date: Spring, 2025