



BP 3310 Records Retention and Destruction

The Superintendent/President 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.

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

Policy
Category: Executive Expectations

Adopted: 07/23/15
(Replaces former Board Policies 3.3.6 and 5.1.5)