

## **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 President of the College 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**

Reviewed and Approved by the Board of Trustees: June 14, 2016  
Amended by the Board of Trustees: November 13, 2007  
Approved by the Board of Trustees: December 11, 2001