

AP 3310 Records Retention and Destruction

Reference:

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

“Records” means all records, maps, books, papers, data processing output, and documents of the District required by Title 5 to be retained, including but not limited to records created originally by computer, and “electronically stored information” (“ESI”), as that term is defined by the Federal Rules of Civil Procedure .

The Vice President of Administrative Services shall supervise the classification and destruction of all Administrative Services records and ESI, the Vice President of Student Services shall supervise the classification and destruction of all student records and ESI, and the Vice President of Instruction shall supervise the classification and destruction of all instructional records and ESI. An annual report shall be made to the Board of Trustees regarding the classification and destruction of records and ESI.

Records shall be classified as required by Title 5 and other applicable statutes, federal and state regulations.

Records shall annually be reviewed to determine whether they should be classified as Class 1 – Permanent, Class 2 – Optional, or Class 3 – Disposable (as defined in Title 5).

Class 3 – disposable records shall be maintained for the period required by applicable law or regulation, but in any event shall be retained for at least three college years after the year in which they were originally created.

Destruction is by any method that assures the record is permanently destroyed, e.g. shredding, burning, pulping.

Reviewed by the Board of Trustees: May 10, 2016
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Approved by the Board of Trustees: December 11, 2001