

General Institution

**AP 3310 RECORDS RETENTION AND DESTRUCTION**

**References:**

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

The District shall adhere to the following in carrying out its records retention and destruction responsibilities:

- “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 Superintendent/President or designee shall supervise the classification and destruction of records and ESI. An annual report shall be made to the Governing Board regarding the classification and destruction of records and ESI.
- Records shall be classified as required by Title 5 and other applicable statutes, state, and federal 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, and/or pulping.

Each office involved in records retention will develop operational processes to ensure that these records are properly maintained or destroyed according to the law.

Office of Primary Responsibility: Superintendent/President

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Date Approved: April 20, 2010

**Date Reviewed/Revised:** December 14, 2021