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 Superintendent/President or designee shall establish administrative procedures to ensure 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

Last Board Review/Adoption: November 12, 2008