



AP 3810 Claims Against the District

References: Education Code Section 72502;
 Government Code Sections 900 et seq., 910 et. seq., and 935
Approved: January 2020
Last Revised:
Last Reviewed:

CLAIM FORMS

All claims against the District are to be submitted on forms that comply with Government Code section 910, or on the form provided by the District. A District approved claim form can be obtained through the Office for Business Contracts and Risk Management.

PRESENTATION OF CLAIMS

Claims may be presented to the District by delivering in person or mailing to:

Butte-Glenn Community College District
Office of the Superintendent/President or Office of the Vice President for Administration
3536 Butte Campus Drive
Oroville, CA 95965

TIME LIMITATIONS

Claims for money or damages related to a cause of action for death, or injury to a person or to personal property or growing crops, must be presented to the District not later than six (6) months after the accrual of the cause of action.

Claims for money or damages related to any cause of action other than that stated above, must be presented to the District not later than one (1) year after the accrual of the cause of action.

RESPONSE TO CLAIM

The District shall act on a claim within forty-five (45) days after the claim has been presented. The District may reject the entire claim, allow the entire claim, partially allow the claim and reject the remainder, or compromise in terms of liability or amount. The District will provide written notice of the action taken by personally delivering to the claimant or mailing to either the claimant or an address supplied by the claimant. There is no duty to respond to a claim if no mailing address is provided on the claim.

If the District allows the claim or offers a compromise in an attempt to settle the claim, the District shall require the claimant to sign a release or waiver agreeing to payment as full and complete settlement of the entire claim.