



**BP 3310      Records Retention and Destruction**

References:      Title 5, Sections 59020, et seq.  
Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, 45

Adopted:          November 12, 2008

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Last Reviewed:      November 12, 2008; October 16, 2019

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The Superintendent/President or designee shall establish administrative procedures to ensure that the retention and destruction of all District records—including electronically stored information as defined by the Federal Rules of Civil Procedure—are 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