**Butte-Glenn Community College District** **BOARD POLICY**

# BP 3310 Records Retention and Destruction

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| References: | Title 5, Sections 59020, et seq.<br>Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, 45 |
| Adopted: | November 12, 2008 |
| Last Revised: | October 2026 |
| Last Reviewed: | November 12, 2008; October 16, 2019 |

The superintendent/president or designee will 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 will include but not be limited to student records, employment records, and financial records.

See Administrative Procedure 3310 Records Retention and Destruction.