

Rancho Santiago Community College District
BOARD POLICY
Chapter 3
General Institution

BP 3310 Records Retention and Destruction

References:

Title 5, Sections 59020 – 59029
Title 5, Sections 16022, 16023 and 16025
Education Code 35254
Federal Rules of Civil Procedure; Rules 16, 26, 33, 34, 37, 45

The Chancellor shall establish administrative procedures to assure 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.

The Chancellor delegates to the Vice Chancellor, Business Services or designee, the authority to classify all records for retention purposes, transfer the classification of records from one class to another, and certify, supervise and approve the destruction of records as long as it is not in conflict with any applicable laws.

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Revised: November 13, 2017
References Updated: October 21, 2021