

**Rancho Santiago Community College District**  
**BOARD POLICY**  
Chapter 3  
General Institution

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**BP 3810 Claims Against the District**

**Reference(s):**

Government Code Sections 900 et seq.; 910  
Education Code 72505

Any and all claims for money or damages against the Rancho Santiago Community College District, which are not governed by any other statutes or regulations expressly relating thereto, shall be presented and acted upon in accordance with Title I, Division 3.6, Part 3, Chapter 1 (commencing with Section 900) and Chapter 2 (commencing with Section 910) of the California Government Code.

Claims must be presented according to this policy and related procedures as a prerequisite to filing suit against the District.

Claims that are subject to the requirements of this policy include, but are not limited to, the following:

- Claims by public entities: claims by the state or by a state department or agency or by another public entity.
- Claims for fees, wages and allowances: claims for fees, salaries or wages, mileage, or other expenses and allowances.

The designated place[s] for service of claims, lawsuits or other types of legal process upon the District is:

Rancho Santiago Community College District  
Risk Management Department  
2323 N. Broadway, Suite 225  
Santa Ana, CA 92706

**Revised: August 19, 2013 (Previously BP4602)**