

Rancho Santiago Community College District
BOARD POLICY
Chapter 3
General Institution

BP 3310 Records Retention and Destruction

Reference:

Title 5, Sections 59020, et. Seq.

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 of Business Operations/Fiscal 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.

Revised: August 19, 2013 (Previously BP3105)

Revised: November 13, 2017