

GENERAL INSTITUTION

**BP 3310 RECORDS RETENTION AND DESTRUCTION**

**References:**

- Title 5 Sections 59020 et seq.;
- Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, and 45

Personnel records are subject to the provisions in the applicable collective bargaining agreement.

The Superintendent/President shall establish administrative procedures to assure the retention and destruction of all District records in accordance with Title 5 and applicable state and federal laws, including electronically stored information (ESI) as defined by the Federal Rules of Civil Procedure.

“Records” means all records, maps, books, papers, data processing output, and documents of the District required by Title 5 to be retained, including but not limited to records created originally by computer and ESI, as that term is defined by the Federal Rules of Civil Procedure. Such records shall include but not be limited to student records, employment records, and financial records.