

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
Government Code Section 6250 et seq.

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—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.

“Records” means all writings, emails, text messages, maps, books, papers, data processing output, and other documents of the District required by Title 5 to be retained, including but not limited to records created originally on District owned computers or other District owned electronic devices, and electronically stored information (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.