



Book	Administrative Procedures
Section	Chapter 3: General Institution
Title	Records Retention and Destruction
Code	AP 3310
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Last Reviewed	December 3, 2013

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

"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 "electronically stored information" ("ESI"), as that term is defined by the Federal Rules Civil Procedure.

The appropriate executive staff member shall supervise the classification and destruction of records and ESI. The District must preserve ESI and ESI that is relevant to actual or potential with the Federal Rules of Civil Procedure and produce relevant ESI in the form in which it is ordinarily maintained or readily usable. An annual report shall be made to the Board of Trustees regarding the classification and destruction of records and ESI.

Records shall be classified as required by Title 5 and other applicable statutes, and federal and state regulations.

Records shall annually be reviewed to determine whether they should be classified as Class 1 – Permanent, Class 2 – Optional, or Class 3 – Disposable (as defined in Title 5).

Class 3 - disposable records shall be maintained for the period required by applicable law or regulation, but in any event shall be retained for at least three college years after the year in which they were originally created.

Destruction is by any method that assures the record is permanently destroyed, e.g., shredding, burning, pulping.

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