

## **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 CEO 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.

**See Administrative Procedure 3310**

**Approved by the Board of Trustees: 4/10/19**

Next Review Date: Spring, 2025