

AP 5908 – Destruction of Records

5908.1 Procedures for Destruction

The Chief Student Officer, or the designee of that officer, shall:

1. Personally supervise the classification of records.
2. Mark each file or other container as to classification and the academic year in which the records originated. If the records are classified as Class 3 – Disposable, the CSSO or designee shall also mark the academic year in which such records are to be destroyed.
3. Supervise the destruction of records.

The CSSO or designee shall submit to the Governing Board a list of records recommended for destruction, and shall certify that no records are included in the list in conflict with these regulations.

The Governing Board shall:

1. Approve or disapprove the recommendation of its designee.
2. Order a reclassification when necessary or desirable.
3. Order by action recorded in the minutes (with lists attached) the destruction of records in accordance with these regulations.

Manner of Destruction

Upon the order of the Board of Trustees, such records shall be permanently destroyed by such foolproof methods as shredding, compression, and document exussum; and such destruction shall be supervised by the Chief Executive Officer or other designee.

Approved 12/7/11

Document	Initial Classification	Doc. Image Yes/No	Classification after Imaging
Academic Standards Petition	1	Y	3
Add slips/ Late Add Petitions	1	Y	3
Address Change Forms	2	Y	3
Application	1	Y	3
Apportionment Reports (all periods)	1	Y	3
Approved Course List	3	N	3
Associate Degree Graduation Check	1	Y	3
Athlete – Out of District Form	1	N	3
Athlete- Form 1 and Form 3	1	Y	3
Athlete Request for Transfer	1	N	3
Budgets – Categorical Programs, Grants	1	Y	3
Career Assessments (SIGL, etc.)	3	N	3
Change of Grade (instructor)	1	Y	3
Concurrent Enrollment	3	Y	3
Counseling Session Notes	3	Y	3
Pass/No Pass Petition	1	Y	3
DD 214 (Military Document)	2	Y	3
General Education and IGETC Certification Check List	1	Y	3
Graduation Petition	1	Y	3
Grade Change Petition	1	Y	3
Identification Number Cards	1	Y	3
Law Enforcement Academy Training Petition for Credit	1	Y	3
Multiple Measures	3	N	3
Permanent Record Card	1	Y	3
Placement Test Results	3	N	3
Placement Test Waivers	3	N	3
Prerequisite Challenge	1	Y	3
Refund Requests	1	Y	3
Repeat Petitions	1	Y	3
Reporting Documents-State Mandated, Categorical, Grant P	2	N	3
Student Appointment Records (in detail)	2	N	3
Student Education Plan (Counseling, ISP, DSPS, EOPS)	2	Y	3
Transcripts (all: high school, college, university)	2	Y	3
Tuition Statement	3	N	3
Withdrawal/Drop Forms	1	Y	3