

BOARD POLICY 3310 RECORDS RETENTION AND DESTRUCTION

The Chancellor 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.

Reference:

Title 5 Section 59020 et seq.;
Administrative Procedure 3310

Replaces:

Board Policy 6.32 Document Retention approved March 28, 2006

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