

**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

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.

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**Adopted:** September 15, 2015

**Board Reviewed:** December 14, 2021