

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.

Adopted: September 15, 2015

Revised: