

AP 3310 Records Retention and Destruction

9/26/07
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Reference:

Title 5, Sections 59020, et seq.

Note: This procedure is required. Local procedures regarding the classification, retention, and destruction of records may be inserted here.

Procedures should include or address the following concepts:

"Records" means all records, maps, books, papers, data processing output, and documents of the District, including but not limited to records created originally by computer, required by Title 5 to be retained.

The *[designate position]* shall supervise the classification and destruction of records. An annual report shall be made to the Board of Trustees regarding the classification and destruction of records.

Records shall be classified as required by Title 5 and other applicable statutes, federal and state regulations.

Records shall annually be reviewed to determine whether they should be classified as Class 1 – Permanent, Class 2 – Optional, or Class 3 – Disposable (as defined in Title 5).

Class 3 – disposable records shall be maintained for the period required by applicable law or regulation, but in any event shall be retained for at least three college years after the year in which they were originally created.

Destruction is by any method that assures the record is permanently destroyed, e.g. shredding, burning, pulping.