



Administrative Procedure 3310 Records Retention and Destruction

Reference: *Title 5, Sections 59020, et seq.*

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 Vice Chancellor of Business Services shall authorize 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 be reviewed at the time they are boxed to determine their classification as follows. The destruction of these records should occur annually or as needed.

- Class 1 – Permanent
- Class 2 – Optional
- 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 event in which they were originally created.

All records that are subject to destruction shall be labeled when boxed for storage as to the destruction date. All records and documents that are permanent records shall be labeled as such.

Destruction is by any method that assures the record is permanently destroyed (i.e. shredding; burning; pulping).

Board approval date: 1/24/06