

RECORDS RETENTION AND DESTRUCTION

ADOPTED DATE HERE

Title 5 Sections 59020 et seq.;

Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, and 45

Responsibilities

The Vice President Finance and Administrative Services or designee will be responsible for supervising the classification, retention and destruction of records dealing with the administrative operations of the District. This includes, but is not limited to, annual reports, records of official actions, personnel records, records pertaining to capital construction projects, and property records.

The Vice President Student Services or designee will be responsible for supervising the classification, retention and destruction of student records, including, but not limited to, records of enrollment, grades, and financial aid.

The Vice President Finance and Administrative Services or designee, in coordination with the Vice President of Student Services or designee will submit a list of records recommended for destruction at least once each year to the Board of Trustees.

After the Board of Trustees has approved the destruction of records, the Vice President Finance and Administrative Services or designee oversees the permanent destruction of records.

Timeline

Records will be classified during the academic year following their origination.

Records which remain active and useful for administrative, legal, fiscal, or other purposes shall not be classified until such usefulness has ceased.

If the Vice President Finance and Administrative Services or designee or Vice President Student Services determines that classification should not be made annually, all records of the prior year may be classified as Optional (Class 2) pending further review and classification within one year.

Disposable (Class 3) records should not be destroyed until the third academic year following their origination or completion of any audit required by the Education Code. Federal programs, including but not limited to student aid programs, may require longer retention periods and such requirements shall take precedence.

The Board of Trustees may declare any record Permanent (Class 1) at any time.

If there is any issue about placing particular records into the proper classification, it should be resolved in favor of the longer retention period.

Permanent, Microfilm and Electronic Copies

For Permanent records, the original, or one exact copy when the original is required by law to be filed with another agency, shall be retained indefinitely unless copied or reproduced in accordance with law.

A Permanent record (Class 1) may be micro-photographed, or otherwise reproduced on film or electronic copy, to facilitate storage. The original may then be reclassified as Disposable (Class 3) and destroyed if the following conditions have been met:

- The supervising Vice President or designee has attached or incorporated in the copy of a record a signed and dated certification that the film or electronic copy is an accurate, detailed copy of the original or a specified part of it.
- The photograph or microfilm reproduction is on film of a type approved for permanent, photographic records.
- The film or electronic copy is placed in an accessible location and provision is made for permanently preserving, examining, and using the copy, including, but not limited to, maintaining appropriate systems for data access.

Storage of Records

Records may be stored offsite with a vendor with whom the District contracts for such purposes.