

## **BP 3310 Records Retention and Destruction**

Reference:

**Title 5 Sections 59020 et seq.**

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

- 1.0 The Chancellor shall establish administrative procedures to assure the retention and appropriate 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 limited to student records, employment records, and financial records.

See Administrative Procedure 3310, Records Retention and Destruction; Board Policy 3300, Public Records; and Administrative Procedure 3300, Public Records.

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