

General Institution

1 **BP 3310 RECORDS RETENTION AND DESTRUCTION**

2 **References:**

3 Title 5, Sections 59020 et seq.;

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

5 The President/Superintendent shall establish administrative procedures to assure the
6 retention and destruction of all District records—including electronically stored
7 information as defined by the Federal Rules of Civil Procedure—in compliance with Title
8 5. Such records shall include but not be limited to student records, employment records,
9 and financial records.

10 Office of Primary Responsibility: President/Superintendent

Date Adopted: November 7, 2007

Dates Reviewed: January 16, 2019; November 16, 2022