

Chapter 3 – General Institution

BP 3310 Records Retention and Destruction

References:

Title 5, Sections 59020, et seq.

The College President/CEO shall establish administrative procedures to assure the retention and destruction of all College records, including but not limited to student records, employment records and financial records, that comply with Title 5.

The Chief Fiscal Officer shall be designated as the Records Retention Officer and shall supervise the retention and disposal of records, making recommendations to the College President/CEO regarding disposal of records.

Definitions of and detailed procedures for classification, period of retention, and destruction of records will be included in the Administrative Regulations and Procedures. The records retention list shall be contained in a records retention manual, which will be approved by the College President/CEO and maintained by the Records Retention Officer.

Approved April 28, 2004