

Chapter 3 – General Institution

BP 3310 Records Retention and Destruction

References:

Title 5, Sections 59020, et seq.; Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, and 45

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

Approved: April 28, 2004

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