

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE

GENERAL INSTITUTION

Chapter 3

District Record Retention and Document Destruction

AP 3310

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- 1.2 Storage Requirements & Box Preparation
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1.1. Document Retention Requirements

The College uses many different documents, with many different retention requirements. Documents such as Board Meeting Minutes, Ratified Budgets, some Student Records, and others, have a permanent life span. This life span can either be maintained by retaining the actual paper record or by scanning the document to microfiche or digital media. Other documents, such as Purchase Orders, Contracts for Goods or Services, and others, are only required to be retained for a period of less than five (5) years.

Uncontrolled retention of paper documents creates a logistical problem with the proper storage (environmental), privacy concerns, and space constraints. Title 5, California Administrative Code, spells out the retention requirements for Permanent, Optional, and Disposable records.

A breakdown of records, based on form number, is available from the Maintenance & Operations Department.

1.2 Storage Requirements & Box Preparation

The first step in records retention is to identify which category the records fall into. Records should be boxed according to their category, and not mixed together. It would be counter-productive to store permanent records with disposable documents, as this would require additional time to sort through the records prior to the destruction of the disposable records. It is not required to fill a box with documents in order to have it stored.

Once a box or boxes are ready to be picked up for storage, the records custodian (the person who will be arranging for the pick up) will contact the warehouse at extension 2248 and obtain the following information:

1. A four digit box number that will be used to identify the responsible department.
2. Inform the warehouse of the contents of the box.
3. Inform the warehouse of the document category i.e. Permanent, Optional, or Disposable
4. Inform the warehouse of the fiscal year that the records can be destroyed or transferred to digital media.

The custodian will then mark the box with the information provided in items 1 thru 4.

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1.3 Disposal

Boxes that are marked for destruction will be commercially shredded and certified destroyed at the beginning of each fiscal year. A notification will be sent out to each Dean and Director 30 days prior to the destruction date to allow members of their departments to conduct a final review of records. A document will be supplied to each affected department that certifies that their records, based on the box numbers, have been completely destroyed.

1.4. Permanent Record Retention

Records that are deemed to be permanent will be converted to a digital storage media, usually to CD-ROM, after their fourth year in storage. Two copies of each disk will be ordered from the scanning facility for each box of documents that are scanned. One disk will be sent to the records custodian, and the second disk will be stored in a fire proof safe in the warehouse.

The cost of document scanning will be billed back to the custodial department beginning in FY 07-08

Reference: Title 5, Section 59020