



**BP 3310      Records Retention and Destruction**

The Superintendent/President shall establish administrative procedures to assure the retention and 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 be limited to student records, employment records and financial records.

**References:**

Title 5 Sections 59020, et seq.;

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