

## RECORD RETENTION AND DESTRUCTION

The Chancellor shall establish administrative regulations to ensure the retention and destruction of all District records, including electronically stored information as defined by the Federal Rules of Civil Procedure, in compliance with laws and regulations. Such records shall include but not be limited to student records, employment records and financial records.

### *References:*

*California Code of Regulations, Title 5, Sections 58031, 59118, 59020 et seq.*

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

*California Education Code Section 76210*