

RECORDS RETENTION AND DESTRUCTION

The Chancellor 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 Procedures-in compliance with Title 5. Such records shall include but not be limited to student records, employment records and financial records.

Reference:

Title 5, Sections 59020, et seq.;

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

[See Administrative Regulation 3310]