

RECORDS RETENTION AND DESTRUCTION

“Records” means all records, maps, books, papers, data processing output, and documents of the District required by Title 5 to be retained, including but not limited to records created originally by computer and “electronically stored information” (“ESI”), as that term is defined by the Federal Rules of Civil Procedure.

The Vice Chancellor of Human Resources and Employer/Employee Relations assisted by the Vice Presidents of Students Services and the Executive Director of Fiscal Services/Comptroller shall serve on the District Records Retention and Destruction Committee which shall meet at least once annually. They shall supervise the classification and destruction of records and ESI. The District shall comply with the Federal Rules of Civil Procedure and produce relevant ESI in the form in which it is ordinarily maintained or readily usable. An annual report shall be made to the Board of Trustees regarding the classification and destruction of records and ESI.

Records shall be classified as required by Title 5 and other applicable statutes, federal and state regulations.

Records shall annually be reviewed to determine whether they should be classified as:

Class 1 – Permanent

Class 2 – Optional

Class 3 – Disposable (as defined in Title 5)

The disposal of records will be in accordance with the Records Retention and Disposition Schedule, which is located on MySite.

Class 3 – disposable records shall be maintained for the period required by applicable law or regulation, but in any event shall be retained for at least one fiscal year after the year in which they were originally created.

Destruction of records shall be conducted annually. A listing of records to be destroyed shall be submitted to the Board of Trustees for approval of destruction by the July Board meeting and then the State Chancellor’s Office for final disposition. Destruction is by any method that assures the record is permanently destroyed.

A listing of the records, their classification and disposition is included in the Records Retention and Disposition Schedule. This Schedule may not be comprehensive of all records.

References:

Title 5 Section 59020 et seq.;

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