



BOARD POLICY

3310

DESERT COMMUNITY COLLEGE DISTRICT

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.

Reference: Title 5, Sections 59020, et seq.

Board Approval Date: April 21, 2005

Administrator: Superintendent/President

Updated: October 17, 2008

Next Review: October 2013

Executive Cabinet Review: February 2, 2016

College Planning Council Review/Approval, 1st Reading: March 11, 2016

College Planning Council Review/Approval, 2nd Reading: April 8, 2016

Board of Trustees Review/Approval, 1st Reading: April 15, 2016

Board of Trustees Review/Approval, 2nd Reading: May 20, 2016