

Board Policy 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.

Reference:

Title 5, Sections 59020, et seq.

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

El Camino College

Adopted: 4/16/01

Amended: 1/20/16