

The College shall adhere to the following procedures for records retention and destruction, including electronically stored information (ESI):

1. “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.
2. The Vice President of Administrative Services shall supervise the classification and destruction of records.
3. Preservation of records including those relevant to actual or potential litigation pursuant to the Federal Rules of Civil Procedure.
4. Compliance with the Federal Rules of Civil Procedure and shall produce relevant ESI in the form in which it is ordinarily maintained or readily usable.
5. Destruction of records are submitted to the Board of Trustees on a periodic basis.
6. Records shall be classified as required by Title 5 and other applicable statutes, state, and federal regulations.
7. Records shall be periodically reviewed to determine whether they should be classified as Class 1 – Permanent, Class 2 – Optional, or Class 3 – Disposable (as defined in Title 5).
8. 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 three college years after the year in which they were originally created.
9. Destruction shall be carried out by any method that assures the record is permanently destroyed, e.g. shredding, burning, and/or pulping.

**References:**

Title 5, Sections 59020 et seq.;

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

January 20, 2016