PROPOSED CLASSIFICATION AND RETENTION PLAN
FOR DOCUMENTS

SANTA BARBARA COMMUNITY COLLEGE DISTRICT®
PART I

1. The Superintendent is responsible for establishing a classification system and for carrying out the processes of the system. The Superintendent may delegate this responsibility by naming an employee as the District's Records Officer.

2. The District Records Officer shall initiate, and follow up, a classification plan with disposal of the documents at the close of their prescribed retention time. Adherence to an established plan will eliminate the need to consider microfilming for the express purpose of making more room (for more records).

3. Microfilming will be used for permanent documents for storage, and if it is deemed advisable to have a "safe" copy, microfilming will be utilized for this copy also.

4. A suggested classification plan is presented in Tables I, II, III, and IV. Permanent documents are to be retained indefinitely unless microfilmed. Class 2 records are documents recommended for retention for five or ten years. Class 3 records are those recommended for retention for three years or less. The same list will be used each year. Each year the date of the origin of the document on the list is changed. Table V presents headings for the listing of the three classes of records.

5. A list of all class 3 documents (including reclassified records) that have met the retention requirements shall be submitted annually to the Board of Trustees for approval for submission to the Historian, State Archives, for approval for destruction.

6. The following is a suggested sequence of events to complement a record retention program:
   a. Immediately following the annual audit, the "Records Officer" should:
      Step 1: Film the permanent documents and reclassify, by notice to the Board of Trustees, those documents to Class 3 status.
Step 2: Reclassify Class 2 documents that have reached the end of their specific retention period, to Class 3 status.

Step 3: List all Class 3 documents that have been retained for the prescribed period, and submit the list to the Board of Trustees for approval for disposal.

Step 4: Obtain a letter from the Board of Trustees, addressed to the Historian, State Archives, request permission to:

a) Forward these documents to the State Archives, or,

b) Destroy the records

Step 5: If, after sixty days, no response has been received from the Historian, the Records Officer may proceed to dispose of the records.

Step 6: Initiate a letter to the Board of Trustees attesting to the fact that the documents have, indeed, been destroyed, and by what means (fire, shredding, pulping, etc.).
PART II

PERMANENT RECORDS - ORIGINAL DOCUMENTS (to be retained permanently)

A. Board of Trustees and Superintendent/President's Office
   1. Budgets - the official annual budget, State Form
   2. Financial Reports - quarterly and annual - all funds, Annual Audit (working papers - destroy July 1, two years after audit is completed)
   3. Warrant Register
   4. Accident or Injury Reports - all records for which a claim has been made.

B. Fixed Assets and Property Records
   1. Land - all deeds, policies of title insurance, plot plans, easements, etc.
   2. Buildings - all working drawings, blueprints, and specifications of all structures, additions and alterations, certificates of approval of completion, etc.
   3. Improvement of Grounds - same as buildings where applicable.
   4. Equipment - all records relating to the model and numbers, quantity, type, identification number assigned, vendor, costs, and date of acquisition.

C. School District Organization - records relating to board action, formation, naming, boundaries, changes in boundaries, reorganization.

D. Elections called by Governing Board - all records of call, results (not including detail documents such as ballots, covered by specific statutes and instructions by County Counsel).

E. Personnel Records and Payroll - all records with respect to every employee.
   1. Employment, assignment and reassignment
   2. Rate of compensation
   3. Dates of service rendered
   4. Salaries or wages, deductions, withholdings
   5. Termination or dismissal
   6. Proven summary payroll for every employee by fiscal year
   7. Official documents of the meet and confer process

F. Financial Aid - all applications, correspondence and records used for financial aid applications to federal, state or other agencies. Retain permanently unless otherwise directed by grantor.

G. Board Documents - reports and Board policies
   1. Board and Administrative Guide
   2. Minutes (file in vault, current as well as past years)

H. Student Body Documents
   1. Minutes (file in vault, current as well as past years)
I. Chronological File - correspondence

J. Administrative Affairs Office - bulletins

K. County Counsel Opinions

L. Classified Personnel Handbook

M. Academic Affairs Office

1. Reports
2. Directory
3. Class schedule
4. Catalog
5. Minutes
   a. Faculty Committee Meetings
   b. Advisory Committee Meetings
   c. Faculty Association and Academic Senate Meetings
   d. Administrative Staff Meetings

N. Faculty Handbooks

O. Professional Growth Reports

P. Graduation Programs

Q. Accreditation Materials

R. Admissions Office

1. Permanent record cards
2. Confidential records, correspondence, etc. (filed in Office of Dean of Students)
3. Original grade & attendance records of instructors
4. Instructional grade sheets
5. Attendance reports
6. Reports of degrees and certificates (on permanent record cards)
## PART III
RECOMMENDED RETENTION PERIOD FOR CLASS 2 DOCUMENTS

<table>
<thead>
<tr>
<th>Purchasing:</th>
<th>Retention Period (years)</th>
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<th>Accounting:</th>
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<td>County Collection Reports</td>
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<td>Apportionment Notices</td>
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<tr>
<td>State Compensation Insurance Reports, 2nd copy</td>
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<td>Revenue Estimates</td>
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<td>Expenditure Vouchers</td>
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<td>Invoices</td>
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<td>Revolving Cash Fund Receipts</td>
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<td>Election Materials (support)</td>
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<td>Community College Tuition Claims</td>
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<td>Reports of Theft &amp; Vandalism</td>
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<td>Receipts (all)</td>
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<td>Cancelled Checks</td>
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<td>Check Books</td>
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<td>Trial Balances</td>
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<td>General Ledger Sheets</td>
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<td>State Special Purpose Approp.</td>
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<td>Affidavits of Publication</td>
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<td>Reports of Cafe. Fund</td>
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<td>Prior Year Encumbrance Records</td>
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<td>Withholding Tax Forms</td>
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<td>Approved County Temp. Certif.</td>
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<td>Vacation Reports</td>
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<td>Contract of Employment</td>
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<td>Escrow Materials</td>
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<tr>
<td>Architects Agreement</td>
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<td>Performance Bonds</td>
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<td>Materials &amp; Labor Bonds</td>
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<tr>
<td>Contract for Construction</td>
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<td>Change Orders</td>
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<td>Contractor Payment Requests</td>
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<td>State Dept. of Arch. Approvals</td>
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<td>Ten-Year Plan</td>
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<tr>
<td>Facilities Inventory</td>
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</tbody>
</table>
PART IV
RECOMMENDED RETENTION PERIOD FOR CLASS 3 DOCUMENTS

Admissions:
- Foreign Student's Records
- Selective Service Forms
- Statement of Residence
- Applications for Admissions
- Academic Records From Other Institutions
- Evaluations
- Counseling Records
- Veterans Certifications
- Standardized Tests
- Miscellaneous Anecdotal Records

Retention Period (years)
All are 3 years unless otherwise indicated

Budgetary Records:
- Worksheets
- Preliminary Budget
- Tentative Budget
- Publication Budget

Purchasing:
- Warehouse Requisitions
- Purchase Order Summaries
- Purchase Order Listings
- Contracts (yearly)
- Bids
- County Bid Orders
- Purchase Requisitions

Food Services:
- Cafe Daily Reports
- Menu Worksheets
- Inventories (monthly)
- Invoices
- Sales Receipts
- Bank Statements
- Check Stubs
- Daily Cash Sales Reports
- Bank Book

Accounting:
- "B" Warrant Listing
- "B" Warrant Summaries
- Reimbursement Requests
- Sales and Use Tax Slips
- Allocations for Property Use
- Appropriation Transfer
- Financial Reports (monthly)
- Civic Center & Recreation Applications
- Financial Reports (local)
- Journal Vouchers
- Library Fine Reports
Personnel:

Classified Overtime Reports
X-Ray Reports
Application for Employment - - - - - - - - - - - - - 1
Letters of Recommendation
Employment Tests
Absence Reports
Monthly Time Reports

Maintenance:

Service Call Orders - - - - - - - - - - - - - - 1
Time Reports
Preventive Maintenance Schedules
Surveys
Inspection Reports
Work Reports - - - - - - - - - - - - - - - - - - - - - 1
Pickup and Delivery Sheets
Vandalism Inspection Reports
PART V
DISPOSABLE RECORDS

A. Dispose at end of six months
   1. Associated Student Body Election Ballots
   2. Student Testing - answer sheets

B. Dispose at end of fiscal year
   1. Interoffice memos and notes
   2. Miscellaneous correspondence received

C. Dispose July 1, one year after end of fiscal year (keep in current files)
   1. Organization - Publications, newsletters, etc.
   2. Incoming miscellaneous letters (where no administration or board action taken)
   3. Board agenda and reports
   4. Articulation material
   5. Non-registered students admission record
   6. Student court minutes

D. Dispose July 1, two years after end of fiscal year (keep in current files)
   1. Student Class - Grade Cards, I.B.M.
   2. Student Permanent Record Card (basic record of work in institution)
   3. Student Study List - Change of program and registration materials
   4. Student Clubs - Constitution, by-laws, minutes

E. Dispose July 1, two years after end of fiscal year. First year keep in current office files. Second year place in carton, label, giving general description of contents, state date to be destroyed and send to Accounting Office vault for storage. (Note that Superintendent's approval is required prior to disposal.)
   1. Duplicate copies of warrants except those pertaining to state and federal grants.
   2. Invoices
   3. Purchase Orders - 3 years
   4. Report of income, expenditures and transfers
   5. Receipts of money
   6. Journal and ledger sheets
   7. Bank statements, cancelled checks, check stubs, etc.
   8. Expired insurance policies
   9. All student body, bookstore and cafeteria records
   10. "A" warrants
   11. "B" warrants
   12. Bids
   13. Time reports
   14. Revolving cash fund records
   15. W-4 exemption certificate - after employee has left district
16. Monthly working papers
17. Accounts receivable and payable
18. Administrative memorandums

F. Dispose July 1, three years after end of fiscal year (keep in current files)

1. Student Entrance Test results - SCAT, English, Placement, Otis, etc.
2. Student Scholarship and Loan Committee records

G. Dispose July 1, ten years after end of fiscal year

1. Student confidential discipline records.
### Permanent Records
Reclassified to Class 3

<table>
<thead>
<tr>
<th>Document</th>
<th>Year Originated</th>
<th>Year Filmed</th>
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<tbody>
<tr>
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### Class 2 Records
Reclassified to Class 3

<table>
<thead>
<tr>
<th>Document</th>
<th>Year Originated</th>
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<tbody>
<tr>
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### Class 3 Records
List for Disposal

<table>
<thead>
<tr>
<th>Document</th>
<th>Original Classification</th>
<th>Year of Origin</th>
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<tr>
<td>Box No.</td>
<td>Classification</td>
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<td></td>
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<tr>
<td>Date</td>
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</table>

Contents:

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Item</th>
</tr>
</thead>
</table>

Microfilmed:  Yes   No

Date

To be destroyed (60 days from above date)

District Record's Officer:

- 11 -
Date

Board of Trustees
Santa Barbara Community College District
Santa Barbara, California

Trustees:

The attached list of documents is considered to be Class 2. The Superintendent hereby requests permission to reclassify this list as Class 3 subsequent to submitting them for destruction.

These records have met the retention period requirements of Article 2, Sections 3015 through 3019 of Title V, Administrative Code, and are of no further use to the district.

Superintendent/President

Board of Trustee Disposition

Date: ______________

Disposition: ____________________________________________

____________________________
(signature)
President
Board of Trustees
Date

Board of Trustees
Santa Barbara Community College District
Santa Barbara, California

Trustees:

The attached list of documents is considered Class 3. These records have been retained for the legal period of time as per Article 2, Sections 3015 through 3019, of Title V, Administrative Code.

This list also contains Class 1 documents that have been microfilmed, and Class 2 documents that have been reclassified to Class 3 per letter to the Board of Trustees, dated ____________.

There is no further need to retain these records for use in the district. The Superintendent requests permission to submit the list to the Historian, State Archives, for approval for destruction.

____________________________________
Superintendent/President

Board of Trustees Disposition:

Date: ________________________________

Disposition: _________________________

____________________________________
President, Superintendent
Date

Historian, State Archives  
Office of Secretary of State  
Sacramento, California

Dear Sir:

The attached list of records contains Class 1 documents, which have been microfilmed, and Class 3 documents in accordance with Section 3018 of the California Administrative Code. The records have met the retention requirements, and are no longer necessary for the operation of the school district.

The Board of Trustees of the Santa Barbara Community College District has authorized the Superintendent to destroy these records if, within 60 days, you do not request their transfer to your archives.

I further certify that no records are included in the list in conflict with regulations as outlined in Title V, Section 3015 through 3019, Administrative Code.

I await your instructions regarding disposal of these records.

Sincerely yours,

Superintendent/President  
Santa Barbara Community College District
Date

Superintendent/President
Santa Barbara Community College District
Santa Barbara, California

Dear Sir:

The attached list of documents, listed on pages ___ to ___, has been submitted to the Historian, State Archives, for release for destruction. The Historian has released them for destruction per attached letter dated _____________.

I have, as appointed officer for the district, observed their destruction on _____________.

(date)

__________________________
(signature)
Records Officer
LEGAL PROVISIONS

A. Government Code

6200. Theft, destruction, falsification, or removal by officer or custodian. Every officer having the custody of any record, map, book, or of any paper or proceeding of any court, filed or deposited in any public office, or placed in his hands for any purpose, who is guilty of stealing, willfully destroying, mutilating, defacing, altering or falsifying, removing or secreting the whole or any part of such record, map, book, paper, or proceeding, or who permits any other person to do so is punishable by imprisonment in the State prison not less than one nor more than 14 years.

6201. Theft, destruction, falsification or removal by person other than officer custodian. Every person not an officer referred to in section 6200, who is guilty of any of the acts specified in that section, is punishable by imprisonment in the State prison not exceeding five years, or in a county jail not exceeding one year, or by a fine not exceeding one hundred dollars ($100), or by both such fine and imprisonment.

B. Education Code

1034. Whenever the destruction of records of a district is not otherwise authorized or provided for by law, the governing board of the district may destroy such records of the district in accordance with regulations of the Superintendent of Public Instruction which he is herewith authorized to adopt.

1035. The governing board of any school district may make microfilm or photographic copies of any records of the district. The original of any records of which a photographic or microfilm copy has been made may be destroyed when provision is made for permanently maintaining such photographic or microfilm copies in the files of the district, except that no original record that is basic to any required audit shall be destroyed prior to the second July 1st succeeding the completion of the audit.

C. California Administrative Code, Title 5

Applicable sections from the California Administrative Code, Title 5, Education, are reproduced on the following pages:
Article 2. Destruction of Records of a School District

3015. Definitions. (a) Records. "Records," as used in this article, mean all records, maps, books, papers, and documents of a school district which are referred to in Government Code Sections 6200 and 6201, including any record required by law to be kept or which is kept as necessary or convenient to the discharge of official duty.

The term includes one exact copy of an original, made by carbon or other duplicating process other than a photostatic or microfilmed copy, when the original is required by law to be filed with another agency, but excludes additional carbon or other such copies. The governing board is hereby authorized to destroy such additional carbon or other copies at any time by any method and without compliance with any other provision of this article.

(b) Chief Administrator. "Chief administrator," as used in this article, means:

(1) The city superintendent of schools or the district superintendent of schools.

(2) A person, such as a principal of a school or the clerk of the governing board, designated for the purposes of this article in the minutes of the governing board of a district not employing a superintendent.

(c) Microfilm Copy. "Microfilm copy," as used in this article, means a copy of an original record, which copy was prepared under the direction and control of the governing board or the chief administrator in compliance with all of the following conditions:

(1) The record was photographed, microphotographed, or otherwise reproduced on film of a type approved for permanent photographic records by the National Bureau of Standards.

(2) The device used to reproduce such record on film was one which accurately reproduced the original thereof in all details.

(3) At the time of the taking of the copy on photographic film, microphotographic film, or other reproduction on film, the governing board or the chief administrator under whose direction and control the copy was taken attached to the copy so taken or to the sealed container in which the copy was
placed and has been kept, or incorporated in said photographic film, microphotographic film, or similar reproduction, a certificate complying with the provisions of Section 1923 of the Code of Civil Procedure and stating the date on which, and the fact that, the same was so taken under the direction and control of the governing board or the properly designated chief administrator, as the case may be.

(4) The photograph, microphotograph, or other reproduction on film was placed in a conveniently accessible file, and provision was made for preserving permanently, examining, and using the same.

3016. Permanent Records. Unless a microfilm copy is permanently retained in lieu thereof, the original of each of the records listed in this section, or one exact copy thereof when the original is required by law to be filed with another agency, is a permanent record and shall be retained indefinitely unless a shorter period of retention is specified in Section 3017 and has elapsed at the date of destruction. Good administrative practice requires that documents for which a period of retention is so specified shall be retained for the retention period even though microfilmed.

(a) Budgets. The official annual budget of the school district.

(b) Financial Reports. The annual financial report of the school district for all funds of the school district and for all other funds, including funds of student organizations, for which complete or partial responsibility rests by law or in practice upon the governing board of the school district, and the report of any auditor with respect to such funds.

(c) Annual Attendance Reports. The annual report or reports of attendance and of average daily attendance prepared by the city or district superintendent of schools for the county superintendent of schools, or in the case of any district which employed no superintendent for any fiscal year or for which fiscal year such superintendent prepared no report, such report prepared by the principal of every school maintained by the district.

(d) Other Major Annual Reports. (1) Any other major annual report of the city superintendent of schools, district superintendent of schools, and of the principal in districts not employing a superintendent.

(2) Any major annual report containing information relating to financial condition or transactions, construction or acquisition of buildings or other property, or other important activities which report was:

(A) Prepared and issued voluntarily by or on behalf of the governing board.

(B) Not required by law.
(C) Determined by the governing board at the time of issuance to be a permanent record, and such determination included in the minutes of the governing board.

(e) Minutes. Minutes of all regular and special meetings of the board and of committees thereof, including, but not being limited to:

(1) The record of the adoption and the text of rules and regulations of the board relating to the conduct of its meetings or to fiscal, curricular, or other affairs.
(2) Expressions of policy of the board.
(3) Resolutions.

Whenever the text of a rule, regulation, expression of policy, or resolution is not set forth verbatim in the minutes but is included therein by reference only, the document to which reference is made is a permanent document.

(f) Personnel Records or Proven Summary Pay Roll Record.
(1) All detail records with respect to every employee of the school district relating to any of the following:

(A) The records of employment, and the assignment or reassignment of the employee.
(B) The rate of compensation.
(C) The amounts and dates of service rendered.
(D) The salaries or wages paid, or deducted or withheld as required by law, and the purpose for which such deductions or withholdings were made and the name of the person or agency to whom such amounts were paid.
(E) The termination or dismissal from service as an employee in any position.

(2) A proven summary pay roll record for every employee of the school district containing complete data with respect to name, assignment, beginning and ending dates of service, actual amount of service in each calendar or school month, rate of pay, and amounts earned prepared for any fiscal year by the school district may be retained in lieu of the detail records listed hereinabove as to that fiscal year, and the detail records shall thereupon cease to be permanent records.

(g) Accident or Injury. All records pertaining to any accident or injury involving a minor for which a claim for damages has been filed as required by law, including any policy of liability insurance relating thereto.

(h) Records of Fixed Assets or Complete Property Ledger. (1) All detail records relating to any of the four types of fixed assets listed in subsection (d) of Section 3017 and described
in Subordinate Class 730 (Replacement of Equipment) and in Class 1200 (Capital Outlay) of Part II (Classification of Expenditures), of the California School Accounting Manual, including records of acquisition, augmentation, loss, destruction, replacement, sale, or other disposition, regardless of whether the fixed assets were acquired or financed by the use of current revenues, proceeds of bonds, state funds, federal funds, or gifts. These records include, among others, the following documents relating to the type of asset specified:

(A) Land. All deeds, policies of title insurance, plot plans, and required approvals by any planning commission, state agency, or other governmental unit.

(B) Buildings. All working drawings, blue prints, and specifications for all portions of any structure and for subsequent additions or alterations to such structure prepared by an architect or engineer and approved by the governing board or by any other agency, and certificates of an architect, engineer, or inspector of compliance with approved working drawings and specifications.

(C) Improvement of Grounds. With respect to improvement of grounds of a structural nature, the same types of records as are required for buildings.

(D) Equipment. Records relating to quantity, nature of equipment, model number, and identification number as assigned by the manufacturer or by the school district.

(2) A complete property ledger or similar complete property record maintained by any school district may be permanently retained in lieu of the foregoing detail records if such property ledger or similar complete property record includes for each unit of property the date of acquisition or augmentation, the person from whom acquired, an adequate description or identification, and the amount paid for such property, provided the documents specified in (A) through (D) are also preserved for the retention period designated in Section 3017. In such case the detail records cease to be permanent records.

(i) School District Organization. Records relating to actions by governing boards of school districts pertaining to the formation, naming, boundaries, change of boundaries, or reorganization of a school district or districts, and records pertaining to the aforesaid subjects transmitted to the school district by any other agency.

(j) Elections. Records of the call, if any, for and the result (not including detail documents, such as ballots, after expiration of the
period of their retention specified by statute) of an election called, conducted, or canvassed by the governing board, including but not being limited to an election for:

(1) A member of a governing board.
(2) Recall of a member of the governing board.
(3) The issuance of school bonds.
(4) The incurring of any long-term liability.
(5) A change in the maximum rate of tax.
(6) Formation, naming, boundary, change of boundary, or reorganization of the school district.

(k) Record of Enrollment and Scholarship. Records specified in subsection (a) of Section 79, except that such records may be transferred to the office of the principal of any new school upon the discontinuance of a school, to the central office of the district, or to any successor district.

(l) Cumulative Records of Pupils. The cumulative record of a pupil defined in Section 80 which was either prepared by, or transferred to, the school district or to a school therein, unless the record or a copy thereof has been transferred pursuant to Education Code Section 10752 or the record or a copy thereof has been transferred at the discretion of the school district by request to an officer or employee described in subsection (c), (d), or (e) of Education Code Section 10751.

If the principal or the school district has not maintained a separate record fulfilling the requirements of subsection (a) of Section 79, the principal or the school district shall, before transferring an original cumulative record, cause a separate record to be compiled by copying therefrom by manual or photostatic means the items of information required by subsection (a) of Section 79, and shall thereafter maintain the separate compiled record as provided in subsection (k) hereof.

Note: Authority cited: Section 1034, Education Code.

History: 1. Amendment filed 5-6-60; designated effective 7-1-60 (Register 60, No. 11).
2. Amendment filed 12-10-64; effective thirtieth day thereafter (Register 64, No. 25).

3017. Period of Retention. The following periods of retention are hereby fixed. Good administrative practice requires that no record for which a period of retention is designated shall be classified as a Class 3 record, as defined by Section 3018, or destroyed or transferred until the period of retention has expired, regardless of whether or not a microfilm copy has been made thereof. After the period of retention has passed, the record may be destroyed pursuant to Section 3019, whether microfilmed or not.

(a) Financial Aid. The retention period for all applications, reports including detailed records used in the preparation thereof, correspondence, and other records relating to any grant, subvention, or financial aid of any type from a federal agency or from any public or private agency other than the State of California is the retention period required by the agency from which the aid is received.
(b) Records Basic to Audit. The retention period for all records of a basic or supplementary nature relating to attendance, average daily attendance, or a business or financial transaction and the detail records used in the preparation thereof is the period ending on the second July 1 succeeding the completion of the audit required by Education Code Section 17206 or the second July 1 succeeding the completion of any other audit legally required by any state or federal agency, whichever date occurs later.

(c) Detail Records. The retention period for detail records used in the preparation of any report other than one specified in (a) or (b) is the period ending at least one year after the filing of the report.

(d) Property Records. (1) Land. The retention period for all documents specified in Section 3016(h)(1)(A) is the period during which the property is owned by the school district.

(2) Buildings. The retention period for all documents specified in Section 3016(h)(1)(B) is the period ending at least one fiscal year after the close of the fiscal year in which the ownership of the school district terminates or a loss or demolition of the building or structure occurs.

(3) Improvement of Grounds. The retention period for the records specified in Section 3016(h)(1)(C) is the same as the period for the documents specified with respect to buildings.

(4) Equipment. The retention period for individual inventory records with respect to equipment as set forth in Section 3016(h)(1)(D) is the period ending at least one fiscal year after the close of the fiscal year in which there occurred a sale, loss, or destruction of the article of equipment.

(e) Cumulative Records of Pupils. The retention period for the cumulative record of a pupil defined in Section 80 is the period prior to transfer of such record pursuant to Education Code Section 10751 or 10752. If for any reason a cumulative record is not transferred when a pupil leaves or completes school and the chief administrator of the district determines that retention of the record would serve no further purpose, such record may then be destroyed, except that the information required by Section 79(a) shall be retained.

History: 1. Amendment filed 3-14-60 as an emergency; effective upon filing (Register 60, No. 6).
2. Amendment filed 5-6-60; designated effective 7-1-60 (Register 60, No. 11).
3. Certificate of Compliance—Section 11422.1, Gov. Code, filed 5-16-60 (Register 60, No. 12).

3018. Classification of Records. (a) At regularly scheduled intervals, if possible, and in any event when the preservation and storage of records becomes burdensome, the chief administrator shall carefully classify the records of the school district according to the following categories:

(1) Permanent records as set forth in this article.

(2) Records which are not required by law or by the provision of this article to be retained but which are worthy
of further preservation by the school district, hereinafter called Class 2 records.

(3) Other records, hereinafter called Class 3 records.

(b) An original record from which a microfilm copy has been made may be classified as a Class 3 record, except that if a period of retention for the record is specified in Section 3017, good administrative practice requires that the record shall not be classified as a Class 3 record until the period of retention has expired. When an original record from which a microfilm copy has been made is classified as a Class 3 record, it shall be identified as such and be listed separately from records which have not been microfilmed.

3013. List of Class 3 Records, and Retention, Transfer, or Destruction Thereof. (a) Preparation of List. The chief administrator shall prepare in triplicate, in detail or according to general description, a list of records which he has classified as Class 3 records. He shall transmit one copy of the list to the Historian, State Archives, of the Office of the Secretary of State at Sacramento, California, together with an inquiry asking whether the Historian desires transfer of any of the listed records to the State Archives. The chief administrator shall transmit one copy of the list to the governing board, together with his recommendation for destruction or transfer of the listed records.

(b) Recommendation. The recommendation of the chief administrator shall contain:

(1) His certification that no records are included in the list or lists in conflict with these regulations.

(2) A request for authority to transfer to the State Archives any records classified as Class 3 records if within 60 days of the date the list was transmitted to the Historian the latter requests such transfer.

(3) A request for authority to destroy any records listed as Class 3 records which have not within such 60-day period been requested by the Historian.

The recommendation should contain appropriate statements with respect to lack of need for further retention.

The recommendation may contain a request for concurrence in the further retention of the records classified as Class 2 records.

(e) Disposition of Listed Records. On approval by the board and to the extent so approved the records may be transferred to the State Archives or destroyed, as the case may be.

(d) Record of Governing Board Action. The action or actions of the governing board, including a list or lists of records approved for transfer or destruction, shall be recorded in the minutes of the board.