



## **BP 3310      RECORDS RETENTION AND DESTRUCTION**

### **References:**

Title 5 Sections 59020 et seq.;  
Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, 45

The Superintendent/President shall establish administrative procedures to assure the retention and destruction of all District records, including but not limited to electronically stored information (as defined by the Federal Rules of Civil Procedure), student records, employment records, and financial records, that comply with Title 5 and related board policies.

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**Date Adopted:** May 28, 2015  
*(Replaces former SBCC BP 3310)*