

Note: This procedure is *legally required* to include language related to “Electronically Stored Information.” Minor revisions - two additional sentences added.

First Reading–4/9/12
Second Reading–5/7/12
Final Reading–6/11/12

Revised – GCCCD Procedure

AP 3310 Records Retention and Destruction

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

Date Issued: August 17, 2007 Updated:

The Grossmont-Cuyamaca Community College District (District) Chancellor shall establish procedures for the classification and destruction of records and electronically stored information (ESI). The District must preserve ESI and ESI that is relevant to actual or potential litigation pursuant to the Federal Rules of Civil Procedure. The District shall comply with the Federal Rules of Civil Procedure and produce relevant ESI in the form in which it is ordinarily maintained or readily usable. An annual report shall be made to the Board of Trustees regarding the classification and destruction of records and ESI.

“Records” shall include, but not be limited to student records, employment records and financial records required by Title 5 to be retained. Records may include those created originally by computer and ESI, as that term is defined by the Federal Rules of Civil Procedure.

Records shall be classified as required by Title 5 and other applicable statutes, federal and state regulations.

A review will be performed each year of records not previously classified to determine whether they should be classified as Class 1–Permanent, Class 2–Optional, or Class 3–Disposable (as defined in Title 5 and detailed in the District operating procedures).

Class 1–Permanent records must be retained indefinitely. Examples of Class 1 records are board meeting minutes, student enrollment records, accident and injury records and annual audit reports.

Class 2–Optional records are those that should be preserved, but are not classified as Class 1–Permanent. Optional records are retained indefinitely until reclassified as Class 3–Disposable. Examples of Class 2 records are year-end reconciliations and full-time equivalent students (FTES) forecasts, and some student attendance records.

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 fiscal years after the year in which they were originally created. Examples of Class 3 records are invoices, warrants, deposit slips, and FTES reports past their retention requirements.

Destruction is by any method that assures the record is permanently destroyed, e.g. shredding, burning, and pulping.