

Note: This policy is up for *general revision* to coincide with legally required AP 3310.

Revised – GCCCD policy

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

BP 3310 Records Retention and Destruction

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

Adoption Date: August 21, 2001 Updated: July 17, 2007

The Grossmont-Cuyamaca Community College District (District) Chancellor shall establish administrative procedures to assure the retention and destruction of all District records, including electronically stored information (ESI) 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.