

**Records Retention and Destruction**

Date Adopted:	6/12/1989
Date Revised:	10/10/2025
Date Reviewed:	10/10/2025
References:	Title 5, Sections 59020 et seq.; Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, 45

“Records” means all records, maps, books, papers, data processing output, and documents of the District required by California Code of Regulations, 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.

The senior manager responsible for the specific type records as authorized by California Code of Regulations, Title 5 shall supervise the classification and destruction of records and 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 be classified as required by Title 5 and other applicable statutes, federal and state regulations.

Records shall be stored based on the following classifications: Class 1-Permanent, Class 2-Optional, or Class 3-Disposable (as defined in Title 5).

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.

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

The Superintendent/President or designee shall also indefinitely maintain the following:

- A record of allegation(s) of childhood sexual assault reported to the District;

- A record of the actions the District took in response to a report of allegations of childhood sexual assault, including a written determination, and corrective action, if any;
- A record of any appeal of the District's determination or corrective action and the outcome of the appeal; and
- All training materials addressing the prohibition and investigation of childhood sexual assault.

See Board Policy 3310.