

# Sierra College

## ADMINISTRATIVE PROCEDURE

AP 3810

### Claims Against the District

Date Adopted: 6/12/1989

Date Revised: 5/10/2019

Date Reviewed: 10/10/2025

References: California Government Code Sections 900 et seq., 910 et seq., and 935; Education Code Section 72502

### Procedure for Submitting Claims Against the District

Claims for death, injury to person, or to personal property must be filed or presented not later than six (6) months after the occurrence (California Government Code, Section 911.2).

Claims for damages to real property or breach of contract must be filed not later than one (1) year after the occurrence (California Government Code, Section 911.2).

Claim forms may be obtained from the Business Office and must be submitted to the Office of the Director of Finance, using the designated claim form.

Claims submitted to the Office of the Director of Finance not using the designated claim form will be returned.

Any returned claim may be resubmitted to the Office of the Director of Finance, using the proper form, before the expiration of the period designated above.

The Business Office shall present properly submitted claim(s), at the earliest possible date, to the Board of Trustees for consideration.

See Board Policy 3810.