

Sierra College

BOARD POLICY

BP 3310

Records Retention and Destruction

Date Adopted:	05/14/1985
Date Revised:	5/8/2007
Date Reviewed:	5/9/2023
References:	California Code of Regulations 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 electronically stored information as defined by the Federal Rules of Civil Procedure – in compliance with California Code of Regulations Title 5. Such records shall include, but not be limited to student records, employment records and financial records.

See Administrative Procedure 3310.