

---

General Institution

**BP 3310 RECORDS RETENTION AND DESTRUCTION**

**References:**

Title 5 Sections 59020, et seq.

Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, and 45

The Chancellor 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 Title 5. Such records shall include, but not be limited to student records, employment records, and financial records.

---

**Adopted:** September 15, 2015

**Revised:**