

DESTRUCTION OF DISTRICT RECORDS

1. "Records" means all records, maps, books, papers, data processing output, and documents of the District required by 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.
2. All District records shall be assigned by the Vice Chancellor of Technology Systems Planning and Support to one of the three following classes, in accordance with Title 5, Division 6, Chapter 10, Subchapter 2.5 of the California Code of Regulations.
 - Class 1** PERMANENT RECORDS. Permanent records are those required by law to be kept indefinitely (e.g., annual reports, official actions, personnel records, student records and property records). However, these records may be reclassified by the Governing Board to Class 3 provided an ESI copy is made.
 - Class 2** OPTIONAL RECORDS. Optional records are those which are not legally required to be kept, but which are considered worthy of retention. These records may also be reclassified by the Governing Board to Class 3 if reproduced in ESI format.
 - Class 3** DISPOSABLE RECORDS. Disposable records are all other records not classified Class 1 or Class 2. These records are destroyed at the end of the retention period.
3. Once each year, on or before May 1, the College Presidents and designated District Office personnel shall submit to the Vice Chancellor of Technology Systems Planning and Support a list of all records scheduled for destruction during the following school year in accordance with the District Retention Schedule. The list shall include Class 3 records and those Class 1 and Class 2 records requiring reclassification to Class 3.
4. The Vice Chancellor of Technology Systems Planning and Support then submits to the Governing Board the list of Class 1 and Class 2 records recommended for reclassification to Class 3 and requests approval for the destruction of all Class 3 records and shall verify that no records are included in the list in conflict with this policy.
5. Upon approval of the Governing Board for the destruction of the specified records, such records shall be permanently destroyed by such foolproof methods as shredding, burning or pulping, and such destruction shall be supervised by the college president, vice chancellor or designee.
6. Whenever ESI records are kept, a certification copy for evidence shall be completed (form 4cd-137) and filmed preceding the referenced records. (Reference Section 59022(e) of Title 5 and Section 1531, Evidence Code.)
7. The College Presidents and designated District Office personnel shall provide for the permanent and safe storage of paper and ESI records during the retention period.
8. The retention and destruction of records related to Federal and State categorical programs are subject to the regulations covering the program if they are more restricted than District policy.
9. Records originating during a current academic year shall not be classified during that year.
10. The approved classification and retention period for all District records follows. Changes shall be made only with approval of the Vice Chancellor of Technology Systems Planning and Support.

(over)

11. a. College Records

CLASS	RECORDS	RETENTION PERIOD	ACTION
	STUDENT RECORDS		
3	Admission, Registration and Enrollment Forms and Documents	3 years	Destroy
3	Grade Reports	3 years	Destroy
3	Personal Health File	5 years	Destroy
1	Permanent Record Cards	Indefinite	*
	STUDENT ORGANIZATION RECORDS		
1	Constitution, By-Laws and Minutes	Indefinite	*
1	Report of Elections and Rosters of all Officers	Indefinite	*
	STUDENT LOAN AND SCHOLARSHIP FUNDS		
1	Loan Repayment Receipts	3 years	ESI & Destroy
1	Loan Applications	5 years	ESI & Destroy
	STUDENT FEDERAL AND STATE FINANCIAL ASSISTANCE		
3	Applications and Other Data Relating to Student Federal and State Financial Assistance	3 years	Destroy

b. District Administration Records

CLASS	RECORDS	RETENTION PERIOD	ACTION
	CHANCELLOR		
1	Governing Board Minutes (including Official Budget and Annual Financial Statements)	Permanent	N/A
2	Official Governing Board Reports	5 years	ESI & Destroy
1	Election Records	Indefinite	*
	ACCOUNTING		
1	Accident or Injury--Students or Employees	5 years	ESI & Destroy
3	Accounting Records Basic to Audit	7 years	Destroy
3	Annual Budget and Transaction Reports	7 years	Destroy

*After five years, may be reclassified by Governing Board to Class 3, put in ESI format and destroyed.

CLASS	RECORDS	RETENTION PERIOD	ACTION
3	Attendance Detail Records	3 years	Destroy
1	State Apportionment and Enrollment Reports	5 years	ESI & Destroy
1	Audit Reports (Mandated)	10 years	ESI & Destroy
3	Budget Transfers	7 years	Destroy
3	Cash Collection/Transaction Reports	7 years	Destroy
1	Contracts, Leases and Agreements	5 years	ESI & Destroy
1	Fixed Asset Property Records	Permanent	N/A
3	Force Account Work Reports	3 years	Destroy
1	Insurance File	3 years	ESI & Destroy
3	Journal Entries	7 years	Destroy
3	Monthly Finance Reports	3 years	Destroy
3	Warrant File with Payment Support Data	7 years	Destroy
	Cafeteria, Bookstore, Student Organization, Trust, Student Loan and Scholarship Funds:		
3	Canceled Checks and Bank Statements (including endorsement)	7 years	Destroy
1	Financial Statements, Annual	5 years	ESI & Destroy
3	Accounting Records Basic to Audit	7 years	Destroy
	Applications and Reports for External Funds:		
3	VEA (PL 88-210)	7 years	Destroy
3	Other Grants	7 years	Destroy
	PAYROLL		
2	Deduction Authorizations	3 years	ESI & Destroy
2	Absence Reports, Time Tickets	3 years	ESI & Destroy
2	Withholding Tax Authorization Forms	4 years	ESI & Destroy
	PERSONNEL		
3	Applicant Selection Materials	3 years	Destroy
1	Personnel Record Folders	10 years	ESI & Destroy
2	Hourly Personnel Requisitions	3 years	ESI & Destroy
1	Unlawful Discrimination (Employees)	3 years	ESI & Destroy
2	Unlawful Discrimination (Students)	3 years	ESI & Destroy

CLASS	RECORDS	RETENTION PERIOD	ACTION
	FACILITIES PLANNING		
1	Specification Books for Building Construction	10 years	ESI & Destroy
2	As-Built Tracings for Constructed Buildings	Permanent	N/A
3	Blueprints of Working Drawings	4 years	Destroy
	EDUCATIONAL SERVICES		
2	School Catalogues	Indefinite	**

c. Police Department Records

CLASS	RECORDS	RETENTION PERIOD	ACTION
	CRIMINAL OFFENSE RECORDS*		
3	Possession of marijuana - Arrest or conviction after January 1, 1976 (Adult)	2 years	Destroy
3	Possession of marijuana - Arrest or conviction after January 1, 1976 (Juvenile)	Until offender attains age 18	Destroy
1	Criminal offense records for offenses punishable by death or life imprisonment	Indefinite	**
3	Criminal offense records for offenses punishable by imprisonment	6 years	Destroy
3	Criminal offense records for offenses not punishable by death or imprisonment	3 years	Destroy
	LOGS		
3	Dispatcher logs	3 years	Destroy
3	Officer logs	3 years	Destroy
	MISCELLANEOUS POLICE RECORDS*		
3	Visitor incident/accident reports	3 years	Destroy

* Records shall not be destroyed under these provisions if the defendant or co-defendant has filed a civil action against the District and District peace officers or the District police department made the arrest or instituted the prosecution, if the District has received a certified copy of the civil action complaint. When the District has received a certified copy of the civil action, these records shall be destroyed immediately following the final resolution of the civil action, if more than three years have elapsed.

** After five years, may be reclassified by Governing Board to Class 3, copied electronically and destroyed.

Title 5, Sections 59020, et seq.;

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

Historical Annotation:
 Revised 12/3/85
 Second Revision 5/15/90
 Third Revision 5/25/99
 Fourth Revision 10/3/00
 Fifth Revision 4/9/02
 Sixth Revision 11/11/03
 Seventh Revision 8/21/07