

**CITRUS COMMUNITY COLLEGE DISTRICT
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 Superintendent/President shall establish administrative procedures to assure the retention and destruction of all District records, including electronically stored information (ESI), 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.

See Administrative Procedure 3310 Records Retention and Destruction.

Board Approved	05/17/11
Revised	10/06/15
Revised	11/08/18
Revised	11/19/19