

Glendale Community College District

**3310**

Board Policy

**RETENTION AND DESTRUCTION OF RECORDS**

The President/Superintendent or designee 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.

References:

- Title 5, Sections 59020, et seq.
- Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, 45

See Administrative Regulation 3310

Adopted: 11/8/77

Revised: 3/31/83, 3/17/08

Reviewed: 6/29/15; 8/07/17; 1/31/20