

A. Purpose

The purpose of this procedure is to ensure that necessary records and documents are adequately identified, maintained and secured and to ensure that records that are no longer needed or of no value are destroyed in a timely and appropriate manner.

B. Definitions

“Records” shall mean all records, reports, books, maps, data processing output and documents of the district, including but not limited to, all records required by Title 5 and other applicable laws, codes, and statutes. Electronic-data retention and destruction are not included in this procedure.

C. Authority

The district’s superintendent/president or his designee shall have responsibility for the classification, retention, security, and destruction of district records.

D. Period of Retention

The period of retention for all records shall be as required by Title 5 and other applicable laws, codes, and statutes. While the required retention period for some records is dependent upon the date of the applicable audit, varying audit practices of federal, state, and other agencies must also be considered. Any records deemed to be Class 2 or Class 3 records must be marked with the earliest legal destruction date, such that the warehouse can request and schedule a timely destruction within six months of the identified destruction date. All forms of personal or otherwise sensitive information shall be destroyed when it is no longer needed for the reason for which it was originally requested, in accordance with applicable laws, and shall be destroyed in a manner that it cannot be reproduced or identified in any physical or electronic form.

E. Classification of Records

District records shall be identified and marked in accordance with the following classifications, in accordance with California Code of Regulations, Title 5, §§59020-59041.

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Effective Date:	3/17/09
References:	Title 5, §§59020 et seq. California Education Code §§76220, 76232, 35254 Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, and 45
Periodic Review:	
CCLC Update:	#12, 2/07; #14, 2/08
Steering:	VPAS / N/A

1. Class 1 — Permanent Records
 - a. The original records or one exact copy, unless microfilmed, shall be retained indefinitely.
 - b. Examples of Class 1 records:
 - 1) Annual reports.
 - 2) Official budget and financial reports of all funds, including food services, bookstore and student body funds.
 - 3) Audit of all funds.
 - 4) Board agendas, minutes, transactions, policies and procedures, elections and recalls.
 - 5) Labor agreements.
 - 6) Legal settlement agreements.
 - 7) Other major reports, including those related to real estate, property, activities, financial condition, reorganization, and certain business transactions.
 - 8) Capital outlay project records, including bid documents, change orders, lease agreements and notices of completion.
 - 9) Property records, including records related to land, buildings and summary reports of equipment and fixed assets.
 - 10) Personnel and employment records, including hiring, evaluation, discipline, termination, salary and benefits, attendance and sick leave.
 - 11) Payroll and compensation records.
 - 12) Student records, including application, enrollment and academic records. Related financial aid documents will also be retained pursuant to applicable federal and state regulations.
 - 13) Records pertaining to any accident or injury to staff or students for which a claim for damages has been filed.
2. Class 2 — Optional Records
 - a. Optional records are not required by law to be maintained permanently, but may be deemed worthy of further preservation, typically a period of five years.
 - b. Examples of Class 2 Records:

- 1) Miscellaneous curriculum and instructional records.
- 2) Bids, contracts, and vendor files.
- 3) Certain records regarding categorical funds.

3. Class 3 — Disposable Records

- a. Disposable records have specific retention periods and procedures for destruction. These may also include any permanent Class 1 records that have been microfilmed, whereby the microfilm document becomes the permanent record and the paper documents may be destroyed. All disposable records shall be maintained for no less than three (3) years after the year in which they were originally created.
- b. Examples of Class 3 Records
 - 1) Miscellaneous financial records, including bank reconciliation and warrant reports, cash collection reports, invoices, journal vouchers, petty cash reports, purchase orders, receipts, student body and auxiliary fund transactions, cancelled checks and travel records.
 - 2) Detail records used in the preparation of any other report.
 - 3) Work order and repair tickets.
 - 4) Vehicle maintenance and checkout records.
 - 5) Employment applications and recruitment files.
 - 6) Census reports.
 - 7) Crime Reports.

F. Microfilm/Microfiche Storage/Data Imaging Storage

Documents may be retained in any format approved by the California Community Colleges Chancellor's Office, Title 5, and the California Education Code (CEC). Currently the CEC allows the district to destroy the original of any record when provision has been made for permanently maintaining the photographic, microfilm, or electronic copies in the files of the district, except that no original record that is basic to any required audit shall be destroyed prior to the second July 1 succeeding the completion of the audit. All departments of the district shall make every attempt to minimize the storage of paper records and maximize the use of imaging technology (or whatever is the most efficient and effective technology allowed by the California Community Colleges Chancellor's Office) in order to minimize storage space and maximize efficient access to the original data.

G. Off-site Back-up of Electronic Records

Electronic records shall be backed-up to a secondary location on a routine and systematic basis.

H. Destruction of Records

All Class 2 and Class 3 records that have been held for the required retention periods, and any Class 1 records after having been duly microfilmed and held for the required retention period, may be destroyed as allowed under Title 5 and applicable sections of the California Code of Regulations and all other applicable laws, codes, and statutes. Once Class 2 and Class 3 records have met their required retention rate, they shall be destroyed within six months of their minimum termination date. The Board of Trustees shall be notified of pending action to destroy records. All district records deemed to be approved, ready, and appropriate for destruction shall be shredded using a high-grade, cross-cut method such that none of the data contained in the records can be reconstructed or misused.