The superintendent/president shall establish administrative procedures to assure the retention, back-up of electronic records, 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.

MiraCosta Community College District

Adoption History:	3/17/09
Periodic Review:	10/26/16,7/21/22
References:	Title 5, §§59020 et seq.
	Federal Rules of Civil Procedure–Rules 16, 26, 33, 34, 37, 45
CCLC Update:	#12, 2/07
Steering:	VPAS / N/A

Page 1 of 1