



Chapter 3—General Institution

AP 3310 – Records Retention and Destruction

Reference: Title V, Sections 59020, et seq.

“Records” means all records, maps, books, papers, data processing output, and documents of the District, including, but not limited to, records created originally by computer, required by Title V to be retained.

The appropriate executive staff member shall supervise the classification and destruction of records. An annual report shall be made to the Board of Trustees regarding the classification and destruction of records.

Records shall be classified as required by Title V and other applicable statutes, and federal and state regulations.

Records shall annually be reviewed to determine whether they should be classified as Class 1 – Permanent, Class 2 – Optional, or Class 3 – Disposable (as defined in Title V).

- (1) *Class 1 Records-Permanent*, are to be retained indefinitely, unless microfilmed in accordance with *Title V, Section 59022: Students’ Permanent Records; Permanent Class Rolls Form 14A*; other records specified in Section 59023 of *Title V of California Administrative Code-Education*.
- (2) *Class 2 Records-Optional*, a “holding” classification awaiting assignment of record to one of the other classes; use when discretion dictates.
- (3) *Class 3 Records-Disposable, Add Cards; Application Forms; Book Refund Cards; Change of Address Cards; Credit/No Credit Cards; Drop Cards; Leave of Absence Sheets and Cards; Petition for Graduation Cards; Registration Forms; Residence Hall Applications; Statement of Residence Forms; Student Petitions; Student’s Confidential Health Cards; Study Lists; Test results.*
- (4) Non-Records are ancillary documents that do not conveniently fit in Class 1 or 3, may be retained or disposed of as convenient, and includes *Academic Probation Lists, Appointment Books (Registration), Bookstore Records, Counselor/Counselee Lists, Final Exam Schedules, High School and College Transcripts (keep maximum of one year when unsolicited), Library Lists, Purchase Order Copies, Transcript Request Forms, and Trial Study Lists.*

Class 3 – disposable records shall be maintained for the period required by applicable law or regulation, but in any event shall be retained for at least three college years after the year in which they were originally created.

Destruction is by any method that assures the record is permanently destroyed, e.g., shredding, burning, pulping.

Revised: 12/01/2006

Adopted: 7/21/2004