Glendale Community College District

3310

Administrative Regulation

Records Retention and Destruction

"Records" means all records, maps, books, papers, data processing output, and documents of the District required by Title 5 to be retained, including but not limited to records created originally by computer and "electronically stored information" ("ESI"), as that term is defined by the Federal Rules of Civil Procedure.

The Vice President of Administrative Services or designee shall supervise the classification and destruction of records and ESI. The District must preserve ESI and ESI that is relevant to actual or potential litigation pursuant to the Federal Rules of Civil Procedure. The District shall comply with the Federal Rules of Civil Procedure and produce relevant ESI in the form in which it is ordinarily maintained or readily usable.

Records shall be classified as required by Title 5 and other applicable statutes, 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.

Class 1 – Permanent Records, as defined in Title 5, Section 59023, shall be retained indefinitely, unless copied or reproduced in accordance with Subsection (e) of Section 59022.

Class 2 – Optional Records are any other record worthy of further preservation but not classified as Class 1 – Permanent and shall then be retained until reclassified as Class 3 – Disposable.

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, and pulping.

Records maintained by those areas that have other federal, state or local law requirements, such as the police department and health center, are exempt from these procedures and will comply with those applicable regulations.

References:

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

Approved 3/9/10